

OWNER CHECKLIST AND STARTUP COSTS

Read and Sign:

- Read and Sign this **Property Management Agreement Packet** which includes:
 1. Owner/Management Obligations
 2. Owner, Property, Tenant (if applicable), and Leasing Information
 3. Property Management Agreement
 4. IRS-W9
 5. ACH Authorization for Direct Deposit
 6. Authorization to Add Management as Additional Insured
 7. Authorization To Establish Utility Services
 8. Mold Disclosure/Waiver
 9. Lead-Based Paint Disclosure (if applicable)
 10. Lockbox Addendum
 11. Remodel/Large Scale Renovation Agreement
 12. Rental Property Under New Management

Supply:

- Supply Keys (2 sets), Remotes, and Codes to all doors, gates, mailboxes, garage door, security alarm, and gates, etc.
- Supply property owner(s) ID/Drivers License.
- If applicable, supply a copy of the original Lease Agreement.
- If applicable, supply a copy of the Tenant's Move-In Inspection.
- If applicable, supply to us the Tenant's Security/Pet/Other Deposit To hold in our Trust Account.
- If applicable, supply a copy of the HOA Rules and Regulations where the property resides.
- If applicable, supply a copy Home Warranty Policy.

Pay: Owner Startup Cost (per unit)

- First month's management fee (prorations credited back) \$150
- Maintenance deposit for emergency repairs and small incidentals \$300

Total Upfront Cost **\$450**

- 1. Owner/Management Obligations *Description:*** Clearly lays out the Owner's and Property Manager's obligations and responsibilities so that there are no misplaced expectations and so both parties clearly understand who is responsible for what.
- 2. Owner, Property, Tenant, and Leasing Information *Description:*** The Owner, Property, Tenant, and Leasing Information Sheet gives us essential information about you, your property, your tenant(s), and your desired leasing policies. This detailed information allows us to efficiently manage your property.

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