**Welcome to the Property Management Family. Thank you for allowing us to manage your investment. Below is a checklist of items that we will need to complete the sign- up process. Please remit via FED X:**

A. \_\_ A copy of current lease if you have a resident in the property now (s) If any

B. \_\_ Security deposit held for current resident If any

C. \_\_ Management Agreement, initial and sign where indicated

D. \_\_ $349.00 Deposit, per property, to open Trust Account ($99 Advertising - $250 Maintenance Reserve)

E. \_\_ 3 copies of each key(s) to Property(s) - including mailboxes if applicable Min 1 set each

F. \_\_ Print out W-9 form and sign. One person only on address of property being rented

G. \_\_ Warranty Information on all appliances (A/C Units, Water Heater, Etc. Home Protection Plan Name and # of company. Expiration date of home warranty (DO NOT SEND MANUALS)

H. \_\_ Include garage remotes If any

I. \_\_ Homeowners Association rules, (PDF’s Only) pool keys and contact information for the HOA Management Office

J. \_\_ Indicate how you would prefer to be communicated with email or phone

***FED EX all items to:***

***Your Office Address Here***

 \_\_ Send New Owner a thank you note

 \_\_ Schedule a time to call the owner in 30 days to make sure they are getting the service they deserve and to ask for referrals if the property has rented.