

Please be sure *all* items are included when adding your property to our program.
We will be unable to add your property until all documents are received.

NEW OWNER CHECKLIST

PROPERTY ADDRESS: _____

OWNER NAME: _____

_____ MANAGEMENT AGREEMENT COMPLETED AND SIGNED

_____ LEAD -BASED PAINT DISCLOSURE SIGNED

_____ MOLD INSPECTION REQUEST/DECLINATION SIGNED

_____ W-9 FILLED OUT AND SIGNED

_____ DIRECT DEPOSIT AUTHORIZATION FORM (if applicable)

_____ KEYS, GARAGE REMOTES, POOL PASSES, GATE CODES

_____ CHECK INCLUDED (\$150.00)

_____ UNIT INFORMATION SHEET FILLED OUT COMPLETELY

_____ CERTIFICATE OF INSURANCE

_____ COPY OF HOA RULES AND REGULATIONS

_____ VERIFY UTILITIES INCLUDED IN THE HOA FEES, SUPPLIER

ARE THEY ON (power & water must be on)

_____ WARRANTY INFORMATION /MAINTENANCE

CONTRACTS/ BUILDER CONTACT & CLOSING DATE

_____ HOMEOWNERS ASSOCIATION CONTACT INFORMATION

_____ SALES AGENT CONTACT INFORMATION (if applicable)