

Property Managers - Landlords Check Off Sheet

Name of Landlord(s): _____

- 1.) **Owners Contact Information Form**
- 2.) **Property Management Agreement** Date Sent _____ (must be signed)
- 3.) **Required Insurance Information Form**
- 4.) **Pet Policy Form (Yes/No)** Date Sent _____ (must be signed)
(If allowed owner must initial form with agreed financial consideration))

1978 or older Property VERY IMPORTANT!!!!!!!!!!!!!!!!!!!!!!

- 5.) **Lead Base Paint Disclosure Requirements** (must be signed)
- 6.) **Lead Base Paint Booklet (1978 Property or older)**
- 7.) **Lead Base Paint Disclosure** (must be signed)

******* Security deposit receipt form must be signed each time a new tenant moves in by the landlord.**

- 8.) **W-9 forms must be collected if we are cutting checks out of our account into a landlords account**