OWNER CHECKLIST AND STARTUP COSTS

Read and Sign:
☐ Read and Sign this **Property Management Agreement Packet** which includes:

1. Owner/Management Obligations
2. Owner Portal Guide
3. Owner, Property, Tenant (if applicable), and Leasing Information IRS-W9
5. ACH authorization for Direct Deposit
6. Authorization To Establish Utility Services
7. Rental Property Under New Management

Supply:
☐ Supply Keys (3 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 of the Home Warranty Policy.

Pay: Owner Startup Cost (per unit)
☐ Maintenance deposit for emergency repairs and small incidentals $500

Total Upfront Cost $500

1. Owner/Management Obligations *Description*: Clearly lays out the Owner's and Property Manager's obligations and responsibilities so that there are no misplaced or misrepresented expectations and so both parties clearly understand their responsibilities.

2. Owner Portal Guide *Description*: The Owner Portal gives you/owner 24/7 access to all relevant information about your property and it's tenants. This guide helps you gain access to the owner portal.

3. 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.

4. IRS W-9 Description: The IRS requires that we obtain a W-9 for each client. January of each year we forward a 1099 to each client based on the information provided in the W-9.

5. ACH Authorization for Direct Deposit *Description*: ACH Authorization gives us the ability to transfer money directly into your bank account. This is the fastest, easiest, and the only way we pay out.

6. Authorization To Establish Utility Services *Description*: This form gives us the power to establish and disconnect utilities services on your behalf, as well as, setup the utilities to automatically transfer payment responsibility to you/owner when a tenant vacates the premises. This is important so that when tenants vacate the unit, the lights and power stay on, so that we can show your property and do any necessary maintenance and cleaning efficiently and effectively.

7. Mold Disclosure/Waiver *Description*: This form is used to communicate the presence, or not, of any past or present cases of Mold in the premises.

8. Lockbox Addendum *Description*: We suggest placing a Lockbox on the property for the convenience of all parties involved. This form lays out the specific details and permissions of its use, or not.

9. Remodel/Large Scale Renovation Agreement *Description*: This form explains our policy regarding Remodels and Large Scale Renovations so that expectations are fully understood before new management is in place.

10. Rental Property Under New Management *Description*: We will mail and email this filled out form to your current tenant(s), which explains to them that your property is now under new management, and that all rent payments, repair/maintenance requests, and all further Landlord/Tenant correspondence will need to be made directly to Suburbia Property Management.