



1102 San Fernando Road, Suite 202
San Fernando, Ca. 91340
Tel: (818) 898-0000
Email: info@suburbiapm.com

Dear Prospective Client,

Thank you for contacting us for information regarding our services. Enclosed you will find a copy of our new client management package which will provide you with information about us and the services offer.

As a full service property management company we offer complete or partial property management services. All of our services are provided at one low monthly fee with no hidden costs.

Each of our licensed Property Managers is knowledgeable, professional, prompt and courteous. As experienced real estate professionals we realize your property is a valuable investment and we treat it as such. With that in mind our primary goals are to:

- Maximize Your Cash Flow : We are committed to maximizing your income by obtaining the maximum amount of rent for your property that market conditions will bear.
- Minimize the Vacancy Period: We are committed to minimizing the time that your rental is not generating income by designing and executing a targeted marketing plan to rent your property as quickly as possible.
- Protect Your Investment : We are committed to protecting your investment by thoroughly screening prospective tenants.
- Do the Work for You : We are committed to providing you full service by handling all vendors and maintenance personnel on your behalf so you can spend your time on more important things!

Please review our management package and call us at (818) 898-0000 if you have any questions or concerns. We hope that we can be of service to you and look forward to hearing from you in the near future.

Kind regards,

Suburbia Property Management

Visit us on the web at www.suburbiapm.com

California Department of Real Estate (DRE) License Number: 01449587

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.

OWNER/MANAGEMENT OBLIGATIONS

During our relationship, Suburbia Property Management will act as your liaison between you the owner and the daily operation of your property and its lessees.

Manager Obligations during our relationship will include:

- Screen prospective renters to procure tenants.
- Inspect your property when vacant/occupied and manage your tenants during occupancy.
- Market the property.
- List your property using the Multiple Listing System, classified advertising, electronic advertising, signing, and affiliated business partner relationships.
- Work diligently to keep your property leased by qualified and responsible tenants.
- Sign lease agreements, extensions and other addenda relating to the leasing of your property.
- Orchestrate utility services on your behalf.
- Collect rent, deposits, and fees for your property.
- Disperse funds held on your behalf to reimburse vendors for completed work.
- Provide owner with a monthly operating statement, net rent proceeds, and copies of any applicable invoices or documents.
- Initiate legal forcible detainers, collection activities, and tenant notices for non-payment of rent or lease violations.
- Provide owner with a year-end financial recap, including a 1099 form for your Federal income taxes
- At your request, serve as statutory/registered agent for out of state owners.
- Access to in-house Tax, Legal, and Insurance Professionals (Costs may apply based on services).

Owner Obligations during our relationship will include:

- Meet all obligations to maintain services for the tenants' full legal use of the property per Maryland State Laws.
- Maintain a maintenance reserve fund of \$500 to address property needs as necessary. When/If depleted, this reserve will be automatically replenished from monthly rents.
- Answer all management emails and phone calls in a timely manner.

In addition, Suburbia Property Management wants our clients to be aware that:

- Due to matters not in our full control, we do not guarantee the leasing of your property or its tenancy, rent collection, proper tenant usage or behavior, and other matters outside of our control. We will of course do everything in our power to ensure that none of the aforementioned matters become an issue.
- We do not pay mortgage payments, HOA dues, property taxes, insurance payments, or utilities on the owner's behalf. These payments are the responsibility of the owner unless directed in writing.
- We will not advance funds for the operation of your property. The owner is responsible for the cost of all repair, maintenance, and unforeseen emergencies.
- We will employ other professional businesses, contractors, and vendors on your behalf to repair, maintain, or replace necessary components to ensure your property stays in good condition and remains rented.
- We will inform owners in advance of any single repair in excess of \$500. Repairs in excess of \$500 will require additional owner emergency reserves and prior permission.
- Owners must comply with California State Law, which requires owners to maintain property to code enforcement standards.
- Typical property maintenance and repairs will be managed by Suburbia Property Management at no extra cost to owner, above and beyond the standard monthly management fee, and the direct cost from the vendor performing the labor. However, medium to large scale jobs (to be determined), that would typically call for the use of a contractor such as: the property needs a lot of work inside or out, a full or partial kitchen, bath, property wide remodel, or a large scale and/or multi-room repair issue may incur additional contractor fees. During such times, the owner may contract the work to be performed on his own, may hire Suburbia Property Management to contract the job, or hire a third party contractor/company. All scenarios are completely owner determined – which ever you feel comfortable with

OWNER/PROPERTY/TENANT INFORMATION

Please fill out the Owner/Property/Tenant information below completely and to the best of your knowledge so we may efficiently begin your account setup process. The detailed and accurate information you provide will help us manage your property to the full extent of our ability. Be sure to let us know if there is anything you are not clear on, or need further clarification with. We are here to help! *If you don't know the answer to any of the information requested, please notate with a question mark (?) on the form.*

OWNER #1 INFORMATION		
First Name:	Middle Name:	Last Name:
Name of LLC or LLP (If Applicable):		
Date Of Birth: ____/____/____	Social Security Number: ____ - ____ - ____	
Driver's License Number:		Email:
Cell Phone:	Home Phone:	Work Phone:
Preferred Contact Method? <input type="checkbox"/> Cell Phone <input type="checkbox"/> Home Phone <input type="checkbox"/> Work Phone <input type="checkbox"/> Email <input type="checkbox"/> Text Message		
Owners Home Address:		
City:	State:	Zip Code:
OWNER PREFERENCES		
<p>We communicate with you at the level at which you wish to be involved.</p> <p><input type="checkbox"/> Turn Key Owner – We will handle every aspect of the rental unit. We will only involve you if it's absolutely necessary and/or because of needed repairs/maintenance in excess of the management agreement mandated \$500.</p> <p>NOTE: Regardless of type, property specific information, rent, expenses, and etc. are always fully accessible within the owner's portal/account 24/7.</p> <p>Property Maintenance/Repairs:</p> <p><input type="checkbox"/> I want Management to schedule/handle all work performed.</p> <p><input type="checkbox"/> I want Management to schedule/handle all the work but request My Vendors be used (list in OTHER</p>		

VENDORS section below).

☐ **I Will** do the work myself and/or schedule my vendors do the work on my behalf.

SPOUSE/PARTNER INFORMATION

First Name:	Middle Name:	Last Name:
Date Of Birth: ____/____/____	Social Security Number: ____ - ____ - ____	
Drivers License Number:		Email:
Cell Phone:	Home Phone:	Work Phone:

OWNER #2 INFORMATION

First Name:	Middle Name:	Last Name:
Name of LLC or LLP (If Applicable):		
Date Of Birth: ____/____/____	Social Security Number: ____ - ____ - ____	
Drivers License Number:		Email:
Cell Phone:	Home Phone:	Work Phone:
Preferred Contact Method? <input type="checkbox"/> Cell Phone <input type="checkbox"/> Home Phone <input type="checkbox"/> Work Phone <input type="checkbox"/> Email <input type="checkbox"/> Text Message		
Owners Home Address:		
City:	State:	Zip Code:
NOTE: Owner #2 (if applicable) receives the same level of involvement/communication as that of Owner #1		
SPOUSE/PARTNER INFORMATION		
First Name:	Middle Name:	Last Name:
Date Of Birth: ____/____/____	Social Security Number: ____ - ____ - ____	
Drivers License Number:		Email:
Cell Phone:	Home Phone:	Work Phone:

PROPERTY INFORMATION

Subdivision/Complex Name:		
Street Address:		Unit #:
City:	State:	Zip Code:
Property Type: <input type="checkbox"/> House <input type="checkbox"/> Apt <input type="checkbox"/> Studio <input type="checkbox"/> Condo <input type="checkbox"/> Townhome <input type="checkbox"/> Duplex <input type="checkbox"/> Triplex <input type="checkbox"/> 4-8 Units		

Year Built:	Lot Size:	Square Feet:
How many stories is the unit? <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	Is the unit upstairs/downstairs? <input type="checkbox"/> Up <input type="checkbox"/> Down	
Is the unit attached/detached? <input type="checkbox"/> Attached <input type="checkbox"/> Detached	School District:	
Is the property currently for sale? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If yes, listing agent's phone? _____		
Do you have a website for the property? <input type="checkbox"/> Yes <input type="checkbox"/> No ... http://www._____		
Has a death occurred in the property within the last 3 years? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If yes, why/how? _____ _____		
What are your long term plans for this property? _____ _____		

REMOTES/CODES/KEYS		
KEYS		
Keys needed for (check all that apply)? <input type="checkbox"/> Property <input type="checkbox"/> Mailbox <input type="checkbox"/> Pool <input type="checkbox"/> Storage <input type="checkbox"/> Other _____		
SECURITY SYSTEM		
Security System Name:	Security Code:	
Company:	Phone #:	
If the alarm goes off is the company alerted? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If yes, what's the password? _____		
GARAGE DOOR/OPENER		
Is the garage door motorized? <input type="checkbox"/> Yes <input type="checkbox"/> No	Model:	
Number of motorized garage doors? <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	Number of remotes? <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
Is there a keypad on the outside of the garage? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If yes, what's the code? _____		
SECURITY GATE		
Is the property in a gated community? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Gate Code:	Number of remotes? <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	
MAILBOX		
Does the mailbox require a key? <input type="checkbox"/> Yes <input type="checkbox"/> No	Mailbox location?	Mailbox #:

GARAGE/PARKING/DRIVEWAY	
Is there a garage? <input type="checkbox"/> Yes <input type="checkbox"/> No	What size garage? <input type="checkbox"/> 1-car <input type="checkbox"/> 2-car <input type="checkbox"/> 3-car <input type="checkbox"/> 4-car

Is the garage attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are there remote openers? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If so, how many? _____	
Is there a carport? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the carport covered? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is there RV parking? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any assigned parking spaces? <input type="checkbox"/> Yes <input type="checkbox"/> No ... Covered? <input type="checkbox"/> Yes <input type="checkbox"/> No ... How many? _____		
Driveway: <input type="checkbox"/> Paved <input type="checkbox"/> Unpaved <input type="checkbox"/> Gravel <input type="checkbox"/> Combination	Is parking in driveway allowed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional parking info:		

ROOMS	
Bedrooms: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	Bathrooms: <input type="checkbox"/> 1 <input type="checkbox"/> 1.5 <input type="checkbox"/> 2 <input type="checkbox"/> 2.5 <input type="checkbox"/> 3 <input type="checkbox"/> 3.5 <input type="checkbox"/> 4
Additional Rooms (check all that apply): <input type="checkbox"/> Living Room <input type="checkbox"/> Family Room <input type="checkbox"/> Loft <input type="checkbox"/> Den <input type="checkbox"/> Sitting Room <input type="checkbox"/> Bonus Room <input type="checkbox"/> Office <input type="checkbox"/> Great Room <input type="checkbox"/> Sunroom <input type="checkbox"/> Wine Cellar <input type="checkbox"/> Laundry Room	
Dining info (check all that apply): <input type="checkbox"/> Dining room <input type="checkbox"/> Formal dining room <input type="checkbox"/> Breakfast nook	

KITCHEN
Check all that apply: <input type="checkbox"/> Refrigerator <input type="checkbox"/> Microwave <input type="checkbox"/> Dishwasher <input type="checkbox"/> Garbage Disposal <input type="checkbox"/> Stovetop <input type="checkbox"/> Oven <input type="checkbox"/> Range (stovetop/oven combo) <input type="checkbox"/> Island <input type="checkbox"/> Trash Compactor <input type="checkbox"/> Granite Countertops
Additional Kitchen Info:

PROPERTY AMENITIES/ATTRIBUTES	
Property Amenities (Check all that apply): <input type="checkbox"/> Patio <input type="checkbox"/> Deck <input type="checkbox"/> Balcony <input type="checkbox"/> Fireplace <input type="checkbox"/> Dock <input type="checkbox"/> Wetbar <input type="checkbox"/> Skylights <input type="checkbox"/> Newly Remodeled <input type="checkbox"/> Blinds/Drapes <input type="checkbox"/> Ceiling Fan <input type="checkbox"/> Wine Cellar <input type="checkbox"/> Laundry Room <input type="checkbox"/> Vaulted Ceilings <input type="checkbox"/> Media Center <input type="checkbox"/> Whirlpool Tub <input type="checkbox"/> Spa/Jacuzzi <input type="checkbox"/> Sauna <input type="checkbox"/> Pool <input type="checkbox"/> Alarm System <input type="checkbox"/> Air Conditioner <input type="checkbox"/> Water Softener <input type="checkbox"/> Other _____	
Community Amenities (Check all that apply): <input type="checkbox"/> Park/Playground <input type="checkbox"/> Clubhouse <input type="checkbox"/> Fitness Center <input type="checkbox"/> Walking Trails <input type="checkbox"/> Golf Course <input type="checkbox"/> Spa/Jacuzzi <input type="checkbox"/> Sauna <input type="checkbox"/> Pool <input type="checkbox"/> Tennis Court <input type="checkbox"/> BBQ <input type="checkbox"/> Laundry Facilities	
Location (Check all that apply): <input type="checkbox"/> Mountain Views <input type="checkbox"/> Ocean View <input type="checkbox"/> Historic District <input type="checkbox"/> Lake Front <input type="checkbox"/> Ocean Front <input type="checkbox"/> Gated Community	
Exterior Walls: <input type="checkbox"/> Aluminum Siding <input type="checkbox"/> Wood Siding <input type="checkbox"/> Stucco <input type="checkbox"/> Other	
Roof Composition: <input type="checkbox"/> Asphalt Shingles <input type="checkbox"/> Wood Shake <input type="checkbox"/> Clay Tile <input type="checkbox"/> Slate <input type="checkbox"/> Concrete Tile <input type="checkbox"/> Metal Roof <input type="checkbox"/> Hot Mop	
Basement <input type="checkbox"/> Yes <input type="checkbox"/> No ... If yes <input type="checkbox"/> Finished <input type="checkbox"/> Unfinished	Crawl space? <input type="checkbox"/> Yes <input type="checkbox"/> No

Fireplace? <input type="checkbox"/> Yes <input type="checkbox"/> No ... Type: <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Wood Burning ... Location? _____	
Washer/Dryer hookups? <input type="checkbox"/> Yes <input type="checkbox"/> No ... Location? _____ ... Type? <input type="checkbox"/> Gas <input type="checkbox"/> Electric	
Washer/Dryer in unit? <input type="checkbox"/> Yes <input type="checkbox"/> No ... Who is responsible for maintaining? <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	
Handicap Accessible? <input type="checkbox"/> Yes <input type="checkbox"/> No	Security System? <input type="checkbox"/> Yes <input type="checkbox"/> No
Smoke Detectors? <input type="checkbox"/> Yes <input type="checkbox"/> No	Carbon Monoxide Detectors? <input type="checkbox"/> Yes <input type="checkbox"/> No
Automatic Sprinklers? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If yes, where is the control panel located? _____	

FLOORING
Interior Flooring (Check all that apply): <input type="checkbox"/> Carpet Location(s) _____ <input type="checkbox"/> Vinyl Location(s) _____ <input type="checkbox"/> Laminate Location(s) _____ <input type="checkbox"/> Tile Location(s) _____ <input type="checkbox"/> Hardwood Location(s) _____ <input type="checkbox"/> Concrete Location(s) _____ <input type="checkbox"/> Travertine Location(s) _____

COOLING/HEATING
Cooling: <input type="checkbox"/> N/A <input type="checkbox"/> Central <input type="checkbox"/> Wall/Window Unit <input type="checkbox"/> Other: _____
Heating: <input type="checkbox"/> Central <input type="checkbox"/> Wall Heater <input type="checkbox"/> Other: _____

YARD/OUTSIDE
Backyard? <input type="checkbox"/> Yes <input type="checkbox"/> No ... Fenced? <input type="checkbox"/> Yes <input type="checkbox"/> No Front yard? <input type="checkbox"/> Yes <input type="checkbox"/> No ... Fenced? <input type="checkbox"/> Yes <input type="checkbox"/> No
Automatic Sprinklers? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If Yes, location of control panel? _____

UTILITIES/APPLIANCES/VENDORS
Appliances included for Tenant use (Check all that apply): <input type="checkbox"/> Washer/Dryer <input type="checkbox"/> Refrigerator <input type="checkbox"/> Microwave <input type="checkbox"/> Dishwasher <input type="checkbox"/> Garbage Disposal <input type="checkbox"/> Stovetop <input type="checkbox"/> Oven <input type="checkbox"/> Range (stovetop/oven combo)
WATER
<input type="checkbox"/> Owner Pays <input type="checkbox"/> Tenant Pays Water Source: <input type="checkbox"/> Public Utility <input type="checkbox"/> Private Well

Billing is currently in owner's name? <input type="checkbox"/> Yes <input type="checkbox"/> No		Billing is currently in tenant's name? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Main water shut off location?		Is the water currently on? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Water Company Name:			
Payment Address:			
Payment Amount: \$	Payment Due Date:	Account #:	
SEWER/SEPTIC			
<input type="checkbox"/> Owner Pays <input type="checkbox"/> Tenant Pays		Is there a septic system <input type="checkbox"/> Yes <input type="checkbox"/> No	
When was the septic last pumped/emptied?			
Septic Service Company Name:			Phone:
POWER (ELECTRICITY/GAS)			
<input type="checkbox"/> Owner Pays <input type="checkbox"/> Tenant Pays			
Billing is currently in owner's name? <input type="checkbox"/> Yes <input type="checkbox"/> No		Billing is currently in tenant's name? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Fuse Box location?		Is the power currently on? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Main gas shut off location?		Is the gas currently on? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Power Company Name:		Phone #:	
Payment Address:			
Payment Amount: \$	Payment Due Date:	Account #:	
TRASH			
<input type="checkbox"/> Owner Pays <input type="checkbox"/> Tenant Pays		Trash pickup day?	
Check all that apply: <input type="checkbox"/> Trash Pickup <input type="checkbox"/> Recycle Pickup <input type="checkbox"/> Green/Yard Pickup			
Trash Cans: <input type="checkbox"/> Trash Company Supplied <input type="checkbox"/> Owner Supplied <input type="checkbox"/> Tenant Supplied			
Trash Company Name:		Phone #:	
Payment Address:			
Payment Amount: \$	Payment Due Date:	Account #:	
LANDSCAPER/GARDENER			
<input type="checkbox"/> Owner Pays <input type="checkbox"/> Tenant Pays <input type="checkbox"/> N/A		What day does the Gardener come?	
Gardener/Company Name:		Phone #:	
Frequency: <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly ... Day of Week if known? _____			

Payment Address:		
Payment Amount: \$	Payment Due Date:	Account #:
POOL GUY/SERVICE		
<input type="checkbox"/> Owner Pays <input type="checkbox"/> Tenant Pays <input type="checkbox"/> N/A	What day does the Pool Guy/Service come?	
Pool Guy/Service Name:	Phone #:	
Payment Address:		
Payment Amount: \$	Payment Due Date:	Account #:
OTHER VENDORS (Contractors/Handymen/Etc)		
Do you have any other longtime vendors you would like us to use? Note: They have to be Licensed, Insured, and Vetted prior to us working with them. <input type="checkbox"/> Yes <input type="checkbox"/> No ... If yes, please list them below...		
Vendor 1 (Name/Type/Phone):		
Vendor 2 (Name/Type/Phone):		
Vendor 3 (Name/Type/Phone):		
Vendor 4 (Name/Type/Phone):		
Vendor 5 (Name/Type/Phone):		

INSURANCE/WARRANTIES		
Home Owner's Insurance Policy? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Home Owner Insurance Name:		
Phone:	Fax:	Policy #:
BUILDER'S WARRANTY POLICY		
Builder's Warranty? <input type="checkbox"/> Yes <input type="checkbox"/> No	Company Name:	
Phone #:	Account #:	
HOME OWNER'S WARRANTY POLICY		
Home Owner's Warranty Policy? <input type="checkbox"/> Yes <input type="checkbox"/> No	Company Name:	
Phone #:	Account #:	
APPLIANCE WARRANTY POLICY		
Are appliances warrantied? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If yes, which ones (check all that apply)...		
<input type="checkbox"/> Washer	Company:	Phone #:

<input type="checkbox"/> Dryer	Company:	Phone #:
<input type="checkbox"/> Refrigerator	Company:	Phone #:
<input type="checkbox"/> Dishwasher	Company:	Phone #:
<input type="checkbox"/> Oven/Range	Company:	Phone #:
<input type="checkbox"/> Microwave	Company:	Phone #:

PRESENT PROPERTY CONDITION	
<p>Is the property "Rent Ready"? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If no, please explain what needs to be fixed, cleaned, or replaced in order to have the place Rent Ready by the above listed date?</p> <p>(1) _____</p> <p>(2) _____</p> <p>(3) _____</p> <p>(4) _____</p> <p>(5) _____</p> <p>(6) _____</p> <p>(7) _____</p> <p>(8) _____</p> <p>(9) _____</p> <p>(10) _____</p>	
Date Interior last painted? ____/____/____	Date Exterior last painted? ____/____/____
Age of carpet?	Air Conditioner/Furnace filter last replaced?
Smoke Detectors? <input type="checkbox"/> Yes <input type="checkbox"/> No ... Working? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Carbon Monoxide Detector <input type="checkbox"/> Yes <input type="checkbox"/> No ... Working? <input type="checkbox"/> Yes <input type="checkbox"/> No	

PROPERTY DESCRIPTION
<p>Please use the area below to highlight any special features or details of your property. This description will help us advertise your property when it is available for rent. _____</p> <p>_____</p> <p>_____</p> <p>_____</p>

SPECIAL INSTRUCTIONS
Please use the area below to tell us about anything you feel might be important, so that we will be better able to manage your property.. _____

ASSOCIATION (HOA) INFORMATION		
HOA Name:		
Name of Management Company for HOA:		
Street Address:		
City:	State:	Zip Code
Main Phone Number:		Fax Number:
Contact Person:		Phone Number:
Account Number:		Monthly HOA Fee: \$
Are For Rent signs allowed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
UTILITIES INCLUDED IN HOA DUES (Check all that apply)		
<input type="checkbox"/> Water <input type="checkbox"/> Trash <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Cable <input type="checkbox"/> Other _____		
SERVICES INCLUDED IN HOA DUES (Check all that apply)		

<input type="checkbox"/> Gardening ... <input type="checkbox"/> Front Only <input type="checkbox"/> Other (Specify) _____
<input type="checkbox"/> Roof <input type="checkbox"/> Exterior Building Maintenance <input type="checkbox"/> Plumbing <input type="checkbox"/> Other _____
AMENITIES INCLUDED IN HOA DUES (Check all that apply)
<input type="checkbox"/> Pool <input type="checkbox"/> Spa/Jacuzzi <input type="checkbox"/> Clubhouse <input type="checkbox"/> Tennis Court <input type="checkbox"/> Basketball Court <input type="checkbox"/> Park/Playground <input type="checkbox"/> Other _____

LEASING/TENANT INFORMATION		
Is the property currently leased to a tenant? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If yes, fill out this section. If no, skip to the next.		
Tenant's Name:	Email:	Phone #:
Tenant's Name:	Email:	Phone #:
Tenant's Name:	Email:	Phone #:
Tenant's Name:	Email:	Phone #:
Minors' Names (Under 18):		
Lease Term: <input type="checkbox"/> 1 Year <input type="checkbox"/> 6 Month <input type="checkbox"/> Month-To-Month <input type="checkbox"/> None <input type="checkbox"/> Verbal: _____		
Occupancy start date? ____/____/____	Date Lease will expire? ____/____/____	
Is there a Cosigner? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If yes, what's their name/number? _____		
Do you have a Move-In Inspection for this property? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If yes, please forward us a copy.		
Monthly Rent: \$	Security Deposit: \$	Pet Deposit: \$
Does the tenant have a pet? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If so, what kind? _____		
Additional Pet Info:		
Are you happy with the current tenancy? <input type="checkbox"/> Yes <input type="checkbox"/> No		Does the tenant pay rent on time? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the Tenant current on his/her Rent Payment? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If no, what is outstanding? \$_____		
Explanation: _____		
Is there anything you would like us to address with the current tenant once new management is in place?		

DESIRED LEASING POLICIESDesired Lease Term: ☐ 1 Year ☐ 6 Month ☐ Month-To-Month

Desired Monthly Rent: \$

Desired Security Deposit: \$

What day will the property be available for tenant move-in? ... Date: ____/____/____

Desired Pet Policy: Pets Allowed? ☐ Yes ☐ No ... If yes, desired Pet Deposit amount? \$ _____
... If yes, which kind are permitted (check all that apply)? ☐ Dog ... What size is allowed? ☐ Small dog (5lbs - 25lbs) ☐ Medium dog (25lbs – 50lbs) ☐ Large dog (50lbs – 150lbs) ☐ Cat ... Must be Declawed? ☐ Yes ☐ No ☐ Bird ☐ Fish ☐ Snake/Reptile ☐ Rabbit ☐ Hamster/Mouse/Rat ☐ Spider/Tarantula/Scorpion

Additional Pet Info:

Will you accept a Cosigner if necessary because of primary tenant's bad credit or lack of? ☐ Yes ☐ No

Smoking allowed on Property? ☐ Yes ☐ No ... Inside Premises ☐ Yes ☐ No ... On Patio/Balcony? ☐ Yes ☐ No ... In designated area? ☐ Yes ☐ No ... If yes, which area? _____

Owner(s) authorize management to re-key locks between tenants at owner's expense? ☐ Yes ☐ No (This is a necessary precaution to ensure the tenant's security and your/our liability exposure)

Owner(s) authorize management to place a For Rent sign on the property? ☐ Yes ☐ No

Once new management is in place, is there anything special you would like us to change, address, or focus on in regards to the Tenants, or your Property? _____

Interested in an annual free tax review and free insurance review to find ways to save on taxes? Yes
No. If you select, yes please provide copies of all insurance policies and 3 years of tax returns for review by tax and insurance professionals.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ <input type="checkbox"/> Other (see instructions) ▶	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
Employer identification number								

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.



ACH TRANSACTIONS AUTHORIZATION AGREEMENT

☐ NEW ☐ REVISE ☐ TERMINATE (Check One)

I (we) authorize *Suburbia Property Management* to electronically credit my (our) account to my ☐ CHECKING or ☐ SAVINGS account (Check One) at the financial institution (Bank) named below.

Bank Name _____

Bank Address _____

Routing Number _____ Account Number _____

ATTATCH VOIDED CHECK HERE

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

FOR _____

12/22/10 5278 6724301068 2400

Routing Number Account Number Check Number

I (we) understand that this authorization will remain in effect until I (we) notify *SUBURBIA PROPERTY MANAGEMENT* in writing that I (we) wish to revoke this authorization.

I (we) understand that *SUBURBIA PROPERTY MANAGEMENT* requires at least 10 days prior notice to cancel this authorization.

Full Name (Print) _____

Address _____

Signature _____ Date _____

REMODELS/LARGE SCALE RENOVATIONS POLICY

Simple “maintenance/repair jobs” (i.e. plumbing issues, garage off track, roof leak, etc, etc) are part of a property manager’s job, fully expected, and the scheduling and management of their repair is included in our monthly management fee. We will manage those incoming maintenance/repair requests with simplistic ease. However, remodels and large scale renovations (i.e. kitchen/bath remodel, jobs requiring multiple subcontractors, etc, etc) are a different matter. It takes significant time, energy, and a keen eye for attention to detail to successfully pull off a quality remodel.

If, and, or when you have a large scale job that needs to be carried out on your property, as a owner, you have three options. (1) Do all, or manage all, the work to be performed yourself. (2) Hire a contractor to manage all the work and schedule all the subcontractors. (3) Hire SUBURBIA PROPERTY MANAGEMENT to manage all the work and schedule all the subcontractors. We charge a flat 15%-25% of the total cost of the job for this service. NOTE: We are not contractors.

How you want to tackle any future remodel jobs is completely up to you. You don’t need to decide right now. We just provide this information, so expectations are as they should be.

Owner Signature _____ Date _____

Owner Signature _____ Date _____

RENTAL PROPERTY UNDER NEW MANAGEMENT

Please fill in your tenant's information. We will mail and email this form to your tenants on (Date) _____ on your behalf.

Tenant Name(s) _____

Tenant/Property Address _____ Unit # _____

City _____ State _____ Zip Code _____

Tenant Email Address _____

Dear (Tenant(s)) _____,
this is to advise you that I/we will be turning over the management of the property you are leasing to:

SUBURBIA PROPERTY MANAGEMENT

EMAIL: info@suburbiapm.com

PHONE: (818) 898-0000

WEBSITE: www.suburbiapm.com

ADDRESS: 1102 San Fernando Road, Suite 202, San Fernando, Ca. 91340

(1) Please be advised that all rent payments, repair/maintenance requests, and all further Landlord/Tenant correspondence will need to be made directly to **SUBURBIA PROPERTY MANAGEMENT** beginning on (Date) _____. If you have any questions regarding the change in management, please direct them to the above referenced Management Company. I took great care in choosing a top-notch management team. I am confident you will be in good hands, and ultimately happy with this change. **(2)** If you have a Lease currently in effect, all provisions of it remain the same, and in effect until its expiration date. If you do not currently have a Lease or Rental Agreement for the property where you are leasing, then **SUBURBIA PROPERTY MANAGEMENT** will be contacting you in order to draw one up. Please be receptive to their communication efforts. **(3)** Rent payments and maintenance requests shall be made through the "Tenant Portal" commencing on the above referenced beginning date or by mail. You will receive a invitation via email to create an account for Tenant Portal access. The Tenant Portal can be found at www.suburbiapm.com >> and by clicking the "Tenant Sign In" link.

Per your current Lease or Agreement (Check all that apply):

- ☐ Rent shall remain in the amount of \$_____.
- ☐ Rent shall remain due on the _____ of each month.
- ☐ Rent shall remain considered late if paid after midnight on the _____ of each month.
- ☐ Other _____

Owner Signature _____ Date _____

Owner Signature _____ Date _____

SUBURBIA PROPERTY MANAGEMENT

Privacy Policy

SUBURBIA PROPERTY MANAGEMENT (referred to herein as 'SUBURBIA PROPERTY MANAGEMENT' 'we,' 'us,' or 'our') recognizes the importance of protecting the privacy of certain information including personally identifiable information ('Information') collected about our clients, tenants, and prospective tenants (referred to as 'Customers,' 'you' or 'your'). This Privacy Policy effective August 1, 2014 summarizes the policies and practices regarding the collection, disclosure, and confidentiality of information that we maintain. We are committed to protecting your privacy. We want you to understand what information we collect and how we use that information. Our information handling practices are regulated by law and this Privacy Policy describes those practices.

When do we collect information?

We may collect information about you anytime you interact with SUBURBIA PROPERTY MANAGEMENT such as when you (i) access or browse our website, (ii) transact business with us, (iii) communicate with us either by e-mail, over the telephone, or in any other manner, (iv) fill out any applications or forms available on our website, received from us by email, mail, or in person, (v) request information about our services.

What information do we collect?

Information we collect is generally of two types, personally identifiable information and non-personally identifiable information.

Personally identifiable information comprises any information that can help us identify or locate an individual including without limitation: an individual's name, address, e-mail address, telephone number, credit card number, social security number, or financial information not publicly available. Information obtained during conversations with you or observed during visits to your premises.

Information gathered during the course of managing your property. Information gathered when collecting rental applications.

To collect customer information from the above-stated sources SUBURBIA PROPERTY MANAGEMENT may use the following means of communication to gather information: written, in-person, telephone, facsimile, electronically, and online.

Non-personally identifiable information comprises information that does not by itself identify an individual. This information generally includes anonymous information about an individual's use of our website that includes, among other things, information concerning date and time of visit, the pages of the website visited, path through the website, IP address, the type of browser and operating system used.

Background Checks (Rental Applicants)

We will use personal information disclosed by you to conduct background checks. We may verify any information that you submit to us in connection with your application for a lease through any means, including any consumer or criminal record reporting agencies, personal and professional references, employers, and other rental housing owners.

Correspondence

If you contact us by telephone, e-mail, or letter to provide feedback, comments, input, or for any other reason we may keep a record of that correspondence and collect your personal information to process your inquiries, respond to your requests, and improve our services.

How do we share or disclose the information that we collect?

The information that we collect, as described above, is used for managing our services to you. We do not share information about our customers, or former customers, with non-affiliated third parties other than as permitted or required by law. For example, SUBURBIA PROPERTY MANAGEMENT may share all of the information listed above with non-affiliated third parties for, including but not limited to, the following reasons:

Information that is necessary to protect the confidentiality or security of our clients' records.

Information that is necessary to investigate and resolve client disputes or inquiries.

Information that is required by individuals or entities who are assessing our legal compliance.

Information that is required by SUBURBIA PROPERTY MANAGEMENT to comply with the law.

Information that is necessary to protect against or prevent fraud, unauthorized transactions, claims, or other liability.

Securing Information

We use a secure Internet and e-mail provider to protect the confidentiality of electronic communications.

Appropriate action would be taken against any employee who impermissibly shares client information.

We regularly review our security measures and employee education program Suburbia Property Management to help protect this information and when we share information with nonaffiliated third parties, we require that they have standards to keep this information private.

SUBURBIA PROPERTY MANAGEMENT has undergone a site inspection to ensure it complies with all applicable laws regarding the securing of personally identifiable information and other data.

Children's Privacy

The website complies with the Children's Online Privacy Protection Act and all other applicable laws and regulations protecting children's privacy on the Internet. The website is not directed to children under the age of 18 and we do not allow persons under 18 years of age to create user accounts. Therefore, except as may be required by law, the website does not knowingly collect, maintain, or disclose any personal information from children under the age of 18. If you are under the age of 18, please do not: (i) access or use the website, (ii) fill or attempt to fill any form on the website, or (iii) sign up for any service.

Integrity

We aim to keep our information about you as accurate as possible and encourage you to promptly update your information if it changes. You may, at any time notify us in order to update, modify, or delete any inaccuracies in your information. You may also request us to remove your account information from our databases and we will try to remove as much information as possible. However, as we generally keep information related to past transactions for our records, we will not be able to completely remove all of your information.

Changes to Privacy Policy

We may change our policy at any time by posting a new version of it on the website. We encourage you to check the website regularly for information about revisions to this Privacy Policy. In the event that we change our Privacy Policy, such changes will affect all of the information we collect after any such change. If you object to the change to our Privacy Policy, then you must contact us in writing regarding your objection.

Acceptance of these Terms

By using this site or providing information to us, you signify your agreement to our Privacy Policy. If you do not agree with this policy, please do not use the site or provide any information to us. In addition, your continued use of our site following the posting of changes to these terms will also signify your acceptance of those changes.

Questions and Comments

If you have any questions or comments about this Privacy Policy, you may contact us at 818-898-0000 or by email at info@suburbiapm.com.