



OWNER _____
ADDRESS _____

RENTAL LISTING & PROPERTY MANAGEMENT CHECKLIST

- | | |
|--------------------------|---|
| <input type="checkbox"/> | View Property, determine condition, rental value |
| <input type="checkbox"/> | Sign Management Agreement |
| <input type="checkbox"/> | Sign Specific Power of Attorney |
| <input type="checkbox"/> | Sign Property Condition Acknowledgement |
| <input type="checkbox"/> | Complete Property Information form |
| <input type="checkbox"/> | Complete W-9 form or W-8ECI for foreign owners, signed |
| <input type="checkbox"/> | If built prior to 1978 -- Lead-based paint disclosure. |
| <input type="checkbox"/> | If built prior to 1978 -- Understand Federal/Legal requirements when dealing w/ L-B paint |
| <input type="checkbox"/> | If furnished, inventory of property (Owner or Salefish to acquire list) |
| <input type="checkbox"/> | Complete Owner Information form - complete for all owners |
| <input type="checkbox"/> | Four sets of Front Entry keys |
| <input type="checkbox"/> | Garage door remotes (min. 1 per door) |
| <input type="checkbox"/> | Two sets of Mailbox keys |
| <input type="checkbox"/> | If gated community, access to development (SFP & Tenants) |
| <input type="checkbox"/> | Provide HOA/COA Rules/Regulations & application |
| <input type="checkbox"/> | Obtain Owner's Handbook from Salefish Properties |
| <input type="checkbox"/> | If receiving disbursement electronically, provide canceled check and Paylease form |
| <input type="checkbox"/> | Proof of Insurance |