

ITEMS NEEDED

Property Address:

Please provide the following (if applicable) regarding each property we will manage:

- Current lease(s) for the property.
- The phone numbers for all tenants currently residing in the property.
- All keys (but keep a set for yourself)
- Parking space / carport numbers including all decals and/or passes.
- All gate/alarm/garage codes and or remotes.
- Mailbox / post number.
- Any and all warranty information in your possession.
- A list of any and all work orders and work in progress, and vendor contact information.
- Homeowner Association contact information, and copy of the HOA Rules and Regulations.
- Name and phone number of previous management company if transferring.
- Current information on insurance coverage, i.e, agent, termination date and declaration page.
- Name, address, and phone number of pool company.
- Name, address, and phone number of lawn service.

Date

**SUNBELT REALTY
PROPERTY MANAGEMENT**
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