



Property Management Sign Up Check List

- Property Address/es - *Don't worry about unit numbers or names Today*
- Current Property Manager's Name, Email, and Phone - *if applicable*
- Lead Based Paint Remediation Information & docs - *if applicable*
RARE!
- Insurance Agent Name, Email and Phone number - **Must Have**
- Property Ownership info:
 - Legal Name of ownership (LLC or corporate name if applicable)
 - Name of Authorized signer - Probably you
 - Ownership Mailing Address
 - Ownership FEIN or Tax ID number
- Bank Account Checking Routing and Account Number
- Determine where your rental property keys are