



OWNER/PROPERTY CHECKLIST

AGREEMENTS & DOCUMENTS

- MANAGEMENT AGREEMENT SIGNED BY ALL OWNERS
- OWNER INFORMATION SHEET
- PROPERTY INFORMATION SHEET
- ACH FORM & VOIDED CHECK
- COPIES OF PICTURE IDS FOR ALL OWNERS
- W-9 (FOR US RESIDENTS) OR W-8 FORM (FOR FOREIGN INVESTORS)

- ARTICLES OF INCORPORATION OR LLC (IF APPLICABLE)

IF CORP OR LLC WAS NOT ESTABLISHED IN FLORIDA, IT MUST BE REGISTERED WITH THE FLORIDA DIVISION OF CORPORATIONS AS A FOREIGN CORP SEE WWW.SUNBIZ.ORG FOR MORE INFORMATION

PROPERTY INFORMATION

- INSURANCE DECLARATION PAGE W/500K LIABILITY MINIMUM - AMG ADDED AS
- ADDITIONAL INSURED
- CURRENT MORTGAGE STATEMENT (IF APPLICABLE)
- HOME WARRANTY INFORMATION (IF APPLICABLE)
- HOA RULES & REGS
- HOA TENANT APPLICATION (IF APPLICABLE)

EXISTING TENANT INFORMATION (IF APPLICABLE)

- CURRENT LEASE AGREEMENT
- TENANT CONTACT
- INFO LETTER FROM OWNER TO TENANT OF NEW MANAGEMENT (SIGNED BY OWNER)

MISCELLANEOUS

- KEYS, REMOTES & ACCESS CARDS
- RESERVE FUNDS: \$500 MINIMUM
- PREFERRED VENDOR INFORMATION:

- OTHER:
