



Owner/Property Checklist

AGREEMENTS & DOCS

- Management Agreement signed by all Owners
- Owner Information Sheet
- Property Information Sheet
- ACH form & Voided check
- W-9 (For Us Residents) or W-8 form (For Foreign Investors)

OWNER INFORMATION

- Copies of picture Ids for all owners
- Articles of Incorporation or LLC (if property is in a Corp or LLC name)
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/300k 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 information
- Letter from Owner to Tenant of new management (signed by Owner)
- Other: _____

MISC.

- Keys, Remotes & Access Cards
- Reserve Funds: \$500 minimum
- Preferred Vendor Information: _____
- Other: _____