Individual Landlords

* Verify the personal identity of the Individual Property Owner:
	+ Secure photo copy of government issued photo identification card
	+ Use commercially available ID authentication tool to verify identification provided is valid
* Verify the Individual Property Owner’s ownership of the rental property by obtaining a complete list of each property to be rented; and one of the following documents per rental property.
	+ Deed
	+ Public Record verification
	+ Property Insurance
	+ Utility Bill
	+ Flood Certification
	+ Title Insurance
	+ Copy of Escrow/Closing Statement
	+ Copy of County Tax Assessor’s Bill

The document obtained to satisfy this provision must be dated within the last twelve (12) calendar months, must show the address of the rental property, and must show the name of the Customer.

* Obtain a copy of one (1) standard rental contract used by the Property Manager when renting to a tenant. It does not have to be an executed agreement, a blank copy is fine.
* Obtain a signed service agreement between the Property Manager and Option One Reporting Solutions. An online form with an online acceptance and/or signature will suffice.