**Required steps to verify the identity of Property Owners and Managers**

Property Managers

* Obtain a copy of one (1) contract between the Property Manager and a representative Property Owner for whom the Property Manager manages property. If the Property Manager is unwilling to provide a copy of an executed contract, the Property Manager may instead provide an unsigned copy of their standard contract plus an existing Property Owner customer reference.
* If reporting data for property owned by the Property Manager directly, secure a list of owned properties and supporting proof of ownership for each property to be rented. Acceptable forms of documentation may include a choice of one of the following per 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 Property Manager.

* 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.