



New Owner/Property In-Take Form

Your Contact Information

Name _____

Email _____

Telephone# _____

Address of Property _____

- ____ 1) Color Copy of Driver's License
(If Foreign National - Copy of Passport)
- ____ 2) If property owned by Corporation, copy of corporation document (s). If property is owned by several person(s) proof of legally appointed representative +/or Trust/Trustees, Articles of Organization and Membership Agreement
- ____ 3) Copy of Deed
- ____ 4) W9, W-8BEN, W-8ECI, W1042-S
- ____ 5) If Property is currently occupied by existing Tenant (s):
- ____ Copy of Driver's License
 - ____ Copy of Lease
 - ____ Copy of Condo/HOA application
 - ____ Copy of Renters insurance (if applicable)
 - ____ Pet Addendum (if applicable)
 - ____ Tenant Move in Inspection/Report/Pictures for "Current Tenants".
 - ____ Condo/HOA approval letter
- ____ 6) Copy of Voided Bank Check
(where rent payments are to be made)
- ____ 7) If furnished, copy of current inventory.
- ____ 8) If insured, copy of declaration page.
- ____ 9) Keys, Mailbox, Garage +/or Fobs, (lobby, garage gym, etc)
- ____ 10) Warranties of Appliances, Air Conditioning, Pool

