



## 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
  - \_\_\_\_ 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

