

# REQUIRED DOCUMENTS

**Make sure your property is fully compliant and eligible for the best services! Prepare the following documents:**

- Copy of Deed or Proof of Mortgage (All Owners)
- Mortgage Declaration, Guidelines, & Current Statement (If applicable)
- Tax Records & Statement of No Taxes or Liens (All Owners)
- Proof of Insurance & Insurance Policy (All Owners)
- Management Company Contract & Break Policy (If you use a management company)
- Registration as Rental Property (If required by your area)
- HOA Covenants (If your property is in an HOA)
- Current Exterior Photos (Time-stamped, all 4 sides and surroundings)



## **IF YOUR HOME IS OCCUPIED**

- Current Lease Agreement
- Updated Tenant Ledger
- Any Open Work Orders
- Insurance Claim Documents (if applicable)
- All Court Records (if under eviction)

## **IF YOUR HOME IS VACANT**

### **Interior Photos of:**

- All Rooms
- Under Sinks
- Inside & Outside of All Appliances
- AC Unit
- Filters

### **Exterior Photos of:**

- All 4 Sides of the Home
- Gutters
- Patio
- Deck
- Front Yard
- Back Yard
- Driveway
- Mailbox



(443) 727-4837

[www.RiverViewResHomes.com](http://www.RiverViewResHomes.com)  
[Homes@RiverView-Companies.com](mailto:Homes@RiverView-Companies.com)  
101 N. Main St., Suite A, Bel Air, MD 21014