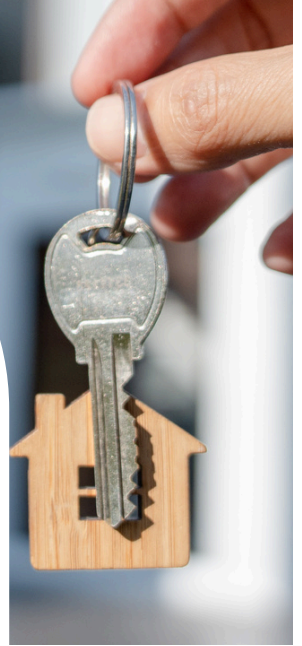


REQUIRED DOCUMENTS

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)



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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