



OWNER CHECKLIST

Following is a checklist of items required by Fresno Management Company. Please use this checklist to make sure you have returned all required items to your property manager in order that we may begin managing and marketing your property. Thank you.

Required upon execution of Property Management Agreement:

- Executed Property Management Agreement
- Owners Information Sheet.
- Reserve Check (petty cash) in amount of \$350 payable to Fresno Management Company.
- Voided check for direct deposit (if applicable)
- Home Warranty Company's information (phone number & policy number)
- Home Owner's Association Information (HOA) (if applicable)
- Homeowner's Insurance Company name (phone number & policy number)
- Lead Based Paint Addendum (if the property is built prior to 1978)
- Provide tenant files including all leases, applications, and other paperwork for each tenant, as well as summary of current tenant names, addresses, phone numbers, rent amounts, security deposits, lease termination dates, past due rents or fees, labeled keys and garage door openers.

Completed By

Date

Reviewed by

Date