



## NEW OWNER ACCOUNT CHECKLIST

Thank you for the opportunity to manage your rental property. The following is a checklist of items which we will need in order to expedite setting up your new rental property account with Select Homes. Any repair or maintenance issues outlined by your Select Homes team member will need to be addressed promptly. If you need assistance with arranging this work, we will be glad to help in any way we can in order to get your rental home ready for occupancy. **Please Note: All Items must be initialed by Landlord/Owner and will be initialed as confirmation of receipt by a SH Team Member.**

SH INITIALS	OWNER(S) INITIALS	
_____	_____	Review the Select Homes Overview which outlines distribution structure
_____	_____	Review, Sign & Return the PROPERTY MANAGEMENT AGREEMENT Management Fee: _____ Repair Limit: _____ Admin Fee Proration 1 <sup>st</sup> Year: _____
_____	_____	Review & Sign the Lead Based Paint Disclosure Form & Return (if applicable)
_____	_____	Review, Sign & Return any other applicable ADDENDA
_____	_____	Sign & Return the UTILITY AUTHORIZATION
_____	_____	Provide a copy of a valid Photo ID
_____	_____	Complete & Return the OWNER INFORMATION FORM (please be sure to include e-mail address if you have one)
_____	_____	<b>Complete &amp; Return the RENTAL PROPERTY INFORMATION FORM</b>
_____	_____	Fill Out & Return the W-9 Form
_____	_____	Complete, Sign & Return the ACH Direct Deposit Form
_____	_____	Provide us with a copy of and Association Rules & Regulations (if applicable)
_____	_____	Label Breaker Box and Tag the Main Water Shut-Off Valve
_____	_____	Have your Insurance Agent send us a Declaration Page showing Select Home of Waynesville, LLC as “Additional Insured” within 30 days
_____	_____	Provide us with TWO sets of KEYS
_____	_____	Make sure Garage Door Openers are left in a drawer in the kitchen
_____	_____	Please be sure to review & keep the Brochures: QUESTIONS & ANSWERS on: TENANT SECURITY DEPOSITS & FAIR HOUSING

Owner Signature:

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