

1. **INSTRUCTIONS:** Thank you for taking the time to fill out all information on your property information sheet. Complete information is crucial for the most effective and efficient marketing and management of your rental unit. All of the forms necessary to begin your association with Louise Beck Properties, Inc. are available at www.louisbeckproperties.com or have been provided to you by a member of our staff. This document will assist you in properly completing the forms. Please do not hesitate to contact us if you have any questions about any of the documents. Please note: all forms and payments *must* be completed and received in our office before your property will be placed on the rental market.

2. NECESSARY FORMS AND DOCUMENTS

a. Exclusive Property Management Agreement

- If property owned jointly, all owners should sign/initial (unless LLC or LLP)
- Initial pages 1-5, sign page 6 at the top and fill out Owner(s) info below.
- Fill in insurance information on page 3 (8d)

b. W-9 Form

- If property owned jointly, choose 1 owner to complete W-9 form (unless partnership)
- The name on the W-9 will be the name rental income checks will be made out to
- Please fill in name exactly as it appears on your social security card
- Complete remainder of form as applicable

c. Lead Disclosure Form

- **This form is only necessary if your house was built prior to 1978**
- Read the booklet titled "Protect Your Family from Lead in Your Home" available on our website at www.louisbeckproperties.com or provided to you by a member of our staff
- Read and complete the Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards
 - Under Landlord's Disclosure, initial each of the blanks and check one box under both (a) and (b)
 - Sign and date in the spaces for "Landlord" at the bottom of the page

d. New Property Information Sheet

- Fill out completely and accurately
- Utilize the "What We Need From You" checklist of items required on page 4
- Sign on page 4

3. KEYS

1. **We must have 4 keys for EACH separate lock in your home. *Keys provided that do not work will be replaced at owners expense**
2. Please provide 2 copies of mailbox keys
3. Please provide 2 copies of any additional keys and/or passes, if applicable
4. Please provide at least 1 garage door opener, if applicable
 - *If mailing keys, please place them inside an envelope with your name on it. Then place that envelope into another envelope, also with your name on it. This will keep the keys from slipping out of the envelope during the mailing process*

4. OWNER'S FUNDS

1. Please provide a check in the appropriate amount as discussed and made payable to Louise Beck Properties, Inc. If the property is vacant, a minimum of \$150.00 will be required. These funds will be used to pay utilities while vacant, print advertising fees while marketing, etc. You will receive a monthly accounting of how these funds are spent.

5. ONE-TIME SET-UP FEE

1. Please provide a separate check for \$250.00 made payable to Louise Beck Properties