

1. INSTRUCTIONS: 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.louisebeckproperties.com](http://www.louisebeckproperties.com). 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: Incomplete paperwork, keys, or initial payments will result in a delay processing your property. Once all items are received LBP will proceed with management.**

## 2. NECESSARY FORMS AND DOCUMENTS

### a. Exclusive Property Management Agreement

- If property owned jointly, all owners should sign/initial (unless LLC or LLP)
- Fill in the top portion of page 1 including effective date.
- Fill in insurance information on page 3 (Paragraph 10d)
- Choose one pet option page 4 (Paragraph 12)
- Complete all HOA information page 4 (Paragraph 14)
- Choose one Sewer Disposal option on page 4 (paragraph 15)
- Enter any services and contracts on page 5 (paragraph 17)
- Initial pages 1-7 and sign and date page 8 at the top
- Complete all contact information including email on Page 8

### b. W-9 Form

- If property owned jointly, choose 1 owner to complete W-9 form (unless partnership)
- The name on the W-9 must match the name on the bank account to which funds will be deposited.
- **LBP cannot release rental income payments without a completed W9 on file and the owner has entered bank account information into the Owner's online portal.**

### 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.louisebeckproperties.com](http://www.louisebeckproperties.com)
- 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 checklist of items **required** on page 6
- **Sign on page 6**

### e. Notice to HOA

- Fill out and sign and submit to HOA
- LBP will submit it for you if you provide the HOA current contact information

## 3. KEYS

- a. **ALL locks (home, storage, garage, etc.) must be operated by the same key. If you are unable to provide 4 keys or if keys provided do not work, LBP will make or obtain keys for a \$100 fee.**
- b. Please provide 2 copies of mailbox keys
- c. Please provide at least 1 garage door opener per garage space, if applicable

## 4. OWNER'S FUNDS

- a. Please provide a check in the appropriate amount as discussed and made payable to Louise Beck Properties, Inc. If the property requires any turnover a minimum of \$1000 will be necessary. These funds will be used to pay utilities while vacant, advertising fees while marketing, etc. You will receive a monthly accounting of how these funds are spent.

## 5. ONE-TIME SET-UP FEE

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