



Owner Information Checklist

1. **___Management Agreement:** This agreement between CFRP Realty, LLC. and _____ details our individual responsibility regarding the management of your property. An advance of \$200 is required to open your account. If our agreement is cancelled by you within the first 30 days you agree to forfeit this amount to cover administration fees.
2. **___Tax ID/Social Security Number:** We are required to file a 1099 to the IRS at the end of the year on all income received above \$600.
3. **___HOA Documents:** Our lease specifies that the tenant comply with all HOA rules and regulations. It is very important that we supply them with this information. If you do not have this documentation the HOA will charge us a fee to purchase the documents. That charge will be passed on to you, the owner. If an application to rent the property is required by the HOA the fees associated will be assumed by the owner and not the applicant. Cost for gate remotes and facility passes are assumed by the owner.
4. **___Insurance:** You must carry public liability on your rental unit. We need the policy # and name, address and phone number of the agent. The liability coverage needs to be \$100,000 per person and \$300,000 per incident. Your insurance agent will need to provide us with a Certificate of Insurance showing evidence of your coverage.
5. **___Warranties/Service Contracts:** Please provide us with the name and the policy number on your contracts. All co pays are to be paid by the owner unless damage caused by tenant abuse. There may be circumstances may require that our vendors to handle certain things such as items not covered by your contract.
6. **___Property Condition:** Property should be in move in condition. Carpets professionally cleaned, painting or touch up painting if needed, garbage and debris removed from the property, and landscaping, including mowing, edging, string trimming and weeding flower beds, if not included in your regular HOA fees. We can hire our vendors to handle this for you at a fee of 10% over cost of invoice. All payments are due before work will commence. Property must be in move in condition before advertising will begin.
7. **___Utilities:** Please leave utilities on until the property is rented. Once rented you may turn off all utilities unless otherwise agreed to extended days. If property has a pool please provide the name and number of the vendor that services the pool. If you wish to use our pool vendor payments are due and payable at the beginning of the service contract.
8. **___Additional requests:** Four sets of working keys, new batteries for smoke detectors, replacement AC filter, alarm codes, window treatments and a new fire extinguisher.
9. **___Advertising:** We will promote your property by putting a sign in the yard (if allowed by HOA), our web site, and several internet sites as well as the multiple listing services (MLS) at our cost. If advertising is requested for local papers it will be billed to you.