

# Property Management Checklist

---

Property address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Rent amt: \$ \_\_\_\_\_

Development: \_\_\_\_\_

HOA Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

E/mail: \_\_\_\_\_

Requirements: \_\_\_\_\_

\_\_\_\_\_

## Owner Information

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

E/mail: \_\_\_\_\_

E/mail: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Country registration: \_\_\_\_\_

City registration: \_\_\_\_\_

HOA registration: \_\_\_\_\_

Home warranty: \_\_\_\_\_

\_\_\_\_\_

Pets: \_\_\_\_\_

\_\_\_\_\_

All dogs ok\* Only small dogs \* no cats\* cats ok

Mailbox location: \_\_\_\_\_

Gate code : \_\_\_\_\_

Garage door code: \_\_\_\_\_

Repair instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_