

P M Owners Checklist

- Signed Mgt Agreement
- Signed Property Profile
- Condition Report –(inspect at time of mgt sign & show owner)
- \$250 deposit

- Sample deposit slip
- camera- pictures SS#
- GE License
- Insurance naming Peterson Properties as additional insured
- Warranties
- Invoices
- Correspondence – letters
- Tracking sheet
- Monthly statements
- Keys
- Owners email address _____
- Emergency contact: _____

INFORMATION NEEDED FROM OWNER

- Pet Allowed? (how many, inside or out, how big, dog, or cat or both?) – Make sure this is advertised at the Humane Society as Pet friendly
- Range of Rent _____
- House Rules
- Resident Manager Information
- Owner Disbursement – DIRECT DEPOSIT (PAYLEASE) OR MAIL CHECK

OUR POLICIES

1. 10% mgt fee
2. No Fico scores under 620
3. Late after first business day. Late fee charged is 10% of rent (1/2 to owner and 1/2 to Peterson Properties)
4. Verify employment, verify current and past landlords
5. Yearly periodic inspections
6. Marketing
 - Free ads first 2 weeks (Craigslist, Military, MLS)
 - After 2 weeks and no response then Rentals Illustrated, maybe Advertiser, StarBulletin, Midweek
7. 30 day written notice to cancel otherwise renew automatically
8. Correspondence thru email including monthly statements unless otherwise directed

RECEIVED FROM _____ DATE: _____

\$ _____ FOR APPLICATION FEE (GET)

\$ _____ OWNERS REFUNDABLE DEPOSIT

_____ SIGNED PROPERTY MANAGER