



AZARI

PROPERTY MANAGEMENT

Licensed Real Estate Broker/Property Manager

CHECKLIST

How did you find out about us? _____

Property Address: _____

This checklist is to assist you in completing the process of contracting with Azari Property Management. All applicable items must be included before we can complete the contract.

___ 1. Management Agreement – Signed and completed including Social Security numbers and contact numbers for all owners.

___ 2. Automatic Deposit- include voided check if account that the monthly rent distribution is deposited to, differs from checking account used to pay set-up fee & maintenance reserve.

___ 3. \$250.00 check payable to Azari Property Management for Homeowner's/Maintenance Reserve.

___ 4. \$150.00 check payable to Azari Property Management for setup fees.

___ 5. House/condominium Keys – minimum 3 copies of each.

___ 6. Mailbox Keys – minimum 2 copies

___ 7. Pool/Community Room Keys – minimum 1 copy.

___ 8. Pedestrian Gate Key – minimum 1 copy.

___ 9. Garage Remote (s)- minimum of 2.

___ 10. Gate Remote (s) – minimum of 2.

___ 11. Gate Card (s) – minimum of 2.

___ 12. CC&R (applies to Condominiums only) - 1 copy (soft copy is preferable)

___ 13. Certificate of Insurance evidencing coverage with Azari PM added as additional insured (applies to Single Family Residence only)

___ 14. Warranty – If this is a new home, please provide the building warranty information. If you have purchased a home warranty, please provide a copy.

___ 15. Pool Service Company Name _____

___ 16. Landscaping Company Name _____

___ 17. Is power service currently on? Yes or No Phone number _____

___ 18. Is water service currently on? Yes or No _____