



Valentine Sales & Management
12031 N Cave Creek Rd
Phoenix, AZ 85020
Phone: (602) 866-0150

NEW MANAGEMENT PROPERTY CHECKLIST

The information below will assist us in getting the management of your property off to a good start and will be considered directives from Owner to Manager. Please answer the questions below that apply, to the best of your ability:

PROPERTY: _____

Investor/Owner: _____

Portfolio Legal Name/LLC:

Phone: _____ Cell: _____ Fax _____

Email: _____

Occupants Name: _____

Tenants in Place?: _____ Until? _____ Rent: \$ _____

INSURANCE COMPANY _____

Insurance invoicing going to? VSM or Client

*Please provide us with your insurance policy information and a copy of the declaration page or pages. Received: Y or N

Are property taxes included in the mortgage payment? Y or N

If no, are we paying them for you? These are paid twice a year. Y or N

CHECKLIST

____ Home Warranty: Yes _____ No _____

If yes, provide information: Policy # _____ Company: _____

____ Landscaping Scheduled: VSM? _____ Who: _____ When: _____

____ Pool Service Scheduled: VSM? _____ Who: _____ When: _____

____ Gate Code: _____

____ Security Code: _____

___ Community Pool? ___ Key

___ Trash Service Days: ___ Recycle: ___

___ HOA: _____ Phone #: _____

HOA Dues paid by: Owner _____ VSM _____

*If you have payment coupons or statements please make sure that they are sent to us if we are paying.

Owner proceeds are issued on the 15th of each month or the next business day following if the 15th falls on a holiday or weekend.

If you would like your proceeds direct deposited (takes up to 72 hours to post to your account), please provide the following information, it must be complete:

Name of Bank: _____

Name as it appears exactly on the account: _____

Bank Account #: _____

Bank Routing #: _____

SS# or Tax ID #: _____

DL# & State: _____

If Direct Deposit is not selected, a check will be mailed to you.

Utility Companies:

___ Electric ___ Gas ___ Water

Is there warranty information for the appliances? _____

Key to the home: Owner _____ Change locks _____

Mail box keys: Owner _____ Change locks _____

___ Management Agreement

Appliances included: Refrigerator ___ Built-in Microwave ___ Washer ___ Dryer ___

Any pet restrictions? _____

Any other information that you can provide:

OWNER

DATE

OWNER

DATE