

Steps needed to begin the Property Management Process:

- Sign and return Property Management Agreement.
- Sign and return Property Registration.
- Fill out, sign and return W-9.
- Fill out and return auto-deposit form (optional).
- Provide E-Mail Address.
- Provide Mailing Address and Contact Phone numbers.
- Provide Copy of Home Owner's Insurance Policy with John Hall & Associates listed as additional insured.
- Provide Copy of HOA Rules and Regulations if an HOA exists.
- Notify HOA of a property manager being in place – request that Austin Fleck of John Hall be copied on all information.
- Provide copy of Home Warranty Policy (if one exists).
- Notify us of mail box number and location.
- Ensure all keys, garage door remotes, mail box keys, gate remotes, fan remotes, pool keys, etc., are provided.
- Notify us of the names of all utility companies.
- Submit a check for payment of the \$500 Leasing Fee. (Payable to: John Hall & Associates.)