



PROVIDENCE
REALTY
OWNER/PROPERTY CHECKLIST

AGREEMENTS AND DOCUMENTS

- Management Agreement Signed By All Owners
- Owner contact Information Sheet
- Property Information Sheet
- Ach Form And Voided Check
- W9 For Us Residents/W8 For Foreign Residents
- Solvency Statement
- POA for utilities and/or to sign lease
- New owner questionnaire

OWNER INFORMATION

- Copies Of Picture Id For All Owners
- Articles Of Incorporation Or LLC * If Not Established In Florida It Must Be Registered In Florida As A Foreign Corporation. See Sunbiz.Org For More Information

PROPERTY INFORMATION

- Insurance Declaration Page
- Current Mortgage Statement If Applicable
- Home Warranty Info If Applicable
- HOA Rules And Regulations and contact person info
- HOA Tennant Application

EXISTING TENANT INFORMATION

- Current Lease Agreement
- Tenant contact information
- Letter from owner to tenant of new management signed
- Other_____

MISC:

- Keys X 3 Sets
- Remotes And Access Cards
- Reserve funds \$500 minimum