

## **New Account Set-up Check List**

- Along with a signed copy of our management agreement and funds to open a trust account, provide Metro Property Management with the following items (if applicable) in order to enjoy a smooth transition
- Copies of all recent bills, including mortgage, property tax, insurance and utilities
- Name and phone number of any regular vendors, including landscaping, trash, elevator, cleaning, security and laundry
- Name and phone number of all employees, and copy of employee contracts
- Name and phone number of Home Owner's Association and copy of CC&Rs
- Rent roll, including:
  - Name, address and phone number of tenant
- Copies of leases (if new purchase, copy of Estoppel letters)
- Amount of security deposit, date and amount of last rent raise, balances owed and last rent payment
- Copies of keys, including storerooms, intercom, elevator and laundry
- Information regarding any pending 3-day notices and/or unlawful detainers
- Copies of three day notices served
- Name of tenants under eviction, name and phone number of attorney handling case
- Pending court dates and evictions
- Pending inspections, if any, such as Section 8, SCEP, Health Dept.
- First page of insurance policy, showing coverage, and name and phone number of agent

- Rent stabilization certificate and business license
- Copy of recorded grant deed
- If management commences with new purchase:
  - Name and number of broker and escrow officer
  - Copy of closing statement
  - Letter of Authorization to Tenants, if units are occupied
  - Letter of Authorization to Insurance Company
  - Funds to open a trust account in the amount of \$\_\_\_\_\_
- We will begin sending you your monthly report on the 15th of the month.
- You will be able to enjoy your investment free from the day to day responsibilities.