



Get Started Checklist!

The following is a list of items we will need to begin management of your rental property:

- A signed Management Agreement by all owners of the property.
- If applicable, a completed Lead-Based Paint Hazard Disclosure Form. This form only applies to homes built before 1978. Disregard this form if your house was built after 1978.
- All keys pertaining to the rental property, i.e. house keys, pool keys, garage door opener remotes, building entry cards and or remotes to the community. Three (3) sets of keys are ideal. If you don't have that many keys available we can make duplicates. For liability and security reasons, if the rental property has been occupied either by the owner or a tenant all locks should be re-keyed before a new prospect tenant moves in. Please do not duplicate keys unnecessarily.
- A completed Owners Contact Form.
- A basic business license for owning a single-dwelling rental unit.
- A copy of the home owner association or Condo Association Rules and Regulations where your property is located and with the name and address of your governing association will be needed. (Disregard if your property is an apartment complex).
- If applicable, security deposits for any existing tenants or written information on where these deposits are being held.
- Setup an owner's account in our online portal system.
- A copy of your insurance policy.
- A completed and signed W-9 form providing your Social Security Number or Taxpayer Identification Number, or other applicable taxpayer form (i.e. W-8, 4224) for non-U.S. citizens.

Thank you, we look forward to developing a successful relationship with you!

Maedwell Residential, LLC