



Property Info Submission Checklist



- Residential Leasing & Property Management Agreement** (or current lease if there is one in place during property takeover)

- Owner/Entity Intake Form**

- MLS Opt-In Agreement**

- Property Intake Form** (*SUBMITTED ABOVE*) (& additional disclosures)

- Lead-Based Paint Disclosure** and/or Lead-Based Paint Hazards (for properties built prior to 1978)

- Signed and completed W-9** (for whomever will be receiving the 1099)

- A **\$350 check** made payable to Auben Realty for your owner's reserve

- A copy of the **HOA Rules & Regulations** (if applicable)

- House keys** (2 for new residents, 1 for Auben). If occupied, provide 1 key for office use.

- Mailbox keys** (2 keys: 1 for residents, 1 for Auben) If occupied, provide 1 key for office use. (if applicable)

- Pool/Clubhouse** access key (if applicable)

- Two working **garage remotes** (if applicable)

- Manuals for appliances**, security systems, thermostats, etc. (leave any/all in a kitchen drawer)

- Warranty/Maintenance Agreement** contracts currently in place

- Copies of **recurring bills** you would like paid (ex: lawn service, HOA) **We do not pay mortgages**

- Copy of **Warranty Deed**

If the **property is OCCUPIED** please also provide:

- Resident's Application
- Resident's Lease
- Resident's Security Deposit
- Resident's Account Statement
- Resident's Contact Info