

OWNER INFORMATION SHEET

Rental Property Address (include zip) _____
Owner Mailing Address (include zip) _____

YOU

SPOUSE

Name _____ Name _____
Home Phone _____ Phone # _____
Cell Phone _____ Cell Phone # _____
Work Phone # _____ Work Phone # _____
Fax # _____ Fax # _____
Home Email _____ Home Email _____
Work Email _____ Work Email _____
Please list your preferred method of contact (email, cell phone, etc.) _____

Emergency Information: Contact Name _____ Relation _____
Home Phone # _____ Cell Phone # _____ Email _____

Landlord Insurance Policy (copy must be returned with management contract paperwork)

Insurance Company _____ Agent's Name _____
Phone # _____ Fax # _____ Policy # _____
Effective Dates _____ through _____ Copy for file? Y / N

Home Maintenance Warranty Information

Y / N Nordstrom to Renew? Y / N

Warranty Company _____ Phone # _____
Contract # _____ Expiration _____
Coverage Includes _____

Homeowner's Association (Without this information, Nordstrom cannot be responsible for payments)

Nordstrom to pay? Y / N Amount due \$ _____ Per _____ Next Due _____
HOA Name _____ Contact Person _____
C/O _____
Mailing Address (incl zip) _____
Phone # _____ Fax # _____ Lot # _____

REPORTING AND PROCEEDS DELIVERY

_____ We elect the paperless reporting method and Direct deposit (ACH). We will be noticed with an email that our statement is ready to be viewed about the 10th business day of the month.

Email address for delivery of owner statements and Owner Portal Log-in:

Voided check must be attached for your deposit account. Circle one: Business or personal? Circle one: Savings or checking?

*******OR*******
_____ We prefer to receive our checks and statements by postal service. We are aware that this will delay our receipt by several days. These will be posted about the 10th business day of the month.

Signature _____ Date _____ Signature _____ Date _____

Utility Companies & Additional Information

We require landlords to maintain only water and electric services when the property is vacant. You must specifically request gas service when vacant if you want it.

Electric _____ Landlord Agreement (signed & enclosed)

Water _____ Landlord Agreement (signed & enclosed)

Gas _____ Landlord Agreement (signed & enclosed)

Trash _____ Covered by HOA dues? Y / N Pick-Up Days _____

Keys & Codes (House should be keyed to 1 single key for all doors)

House Keys (5 copies needed) _____ Alarm? Y / N

Mailbox Keys _____ Alarm Code & Password _____

Mailbox # & Location _____ Alarm Company & Phone # _____

Garage Remotes _____ External Keypad Code _____

Gate Remotes _____ Gate Code _____

Pool Keys/Card _____ Parking Space # _____

Additional Notes & Information (name of service company & phone #)

Landscape _____

Pool Service _____

Pest Control _____

Termite Warranty _____

Alarm _____

Some Utilities _____

Solar _____

Septic _____

Propane _____

Private Well _____

Other _____

Non-working items must be disclosed. Is there any component of the property that does not work as it was designed: Pool? Spa? Pool Heater? Landscape lighting? Irrigation? Other? _____

Signature**Date**

Signature**Date**