

OWNER INFORMATION

Owner Name: _____

Address: _____

Current Phone #: Home _____ Work _____ Msg _____

When do you plan to vacate: _____ Do you want For Rent sign up now?

() Yes () No

Your (new) mailing address: _____ Work _____ Msg _____

Prior to vacating, can we show the home to prospective tenants with a key if you are not available? () Yes or () Call me first at: _____, then show with a key.

() No – always make an appointment to show my house.

Do you plan to return to your home? If so, when? _____

PROCEEDS ARE MAILED OUT MID-MONTH DEPENDING UPON AVAILABILITY OF FUNDS

Do you want us to () Make your Mortgage/Homeowner/Condo Association payments (only for out of the country owners) and/or () Send proceeds to you at your home or ()

Send proceeds to your bank?

Proceeds: Agent will deposit to: () Savings () Checking

Bank: _____

Branch & Address: _____

Routing Number: _____ Account Number: _____

Condominium/Homeowner Assn.: _____ **Acct #:** _____

Address: _____ **Paymt Amt. \$** _____

Insurance: Please be sure that you are adequately insured. You should have an extended fire policy and minimum of \$300,000 liability insurance. **Chatelain Property Management** must be named as an additional insured with interest as Property Managers only on your liability policy.

Insurance Company: _____ **Policy #:** _____

Agent: _____ **Phone #:** _____

Name And Address Of Relative As Permanent Address Of Record:

_____ **Phone #:** _____

Relationship To You: _____

UTILITIES: If the property is not rented prior to the owner's departure, the owner wishes:

Choose one of the following options:

- () utilities to be billed to owner at owner's new address, or
- () utilities to be billed to Agent, owner to leave sufficient funds for one month's utilities.

Utilities must stay on during vacancies to keep your insurance in effect, to keep pipes from freezing and to make the house more welcome to prospective tenants.

AFTER DISCUSSION WITH MY PROPERTY MANAGER AND PRIOR TO LEAVING THE AREA, OWNER SHALL DEPOSIT THE FOLLOWING MONIES WITH AGENT:

- () \$ _____ OWNER RESERVE
- () _____ MORTGAGE PAYMENT
- () _____ FOR UTILITY BILLS
- () _____ FOR CLEANING
- () _____ FOR CARPET CLEANING
- () _____ FOR REQUESTED REPAIRS
- \$ _____ **TOTAL**

Keys: Owner to provide Agent with one set of keys to property. **(All locks must have keys).**

Agent will have keys made if more sets are needed.

Additional Information for Agent: _____

For our records, why did you choose **Chatelain Property Management**, as your Property Management company? If another owner referred you, please give us their name – they'll receive one month's free management for the referral! _____

THANK YOU FOR CHOOSING Chatelain Property Management.