



Austin Fleck Property Management
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Welcome to Austin Fleck Property Management!

Below is a list of all documents and requirements needed to begin the management of your rental property. Please don't hesitate to contact our office should you have any questions.

✓	Welcome Checklist
	Signed Property Management Agreement .
	Signed Real Estate Agency Disclosure and Election Form .
	Signed Registration of Residential Rental Property . (Maricopa or Pinal County.)
	Lead Based Paint Form completed to the best of your knowledge (if applicable).
	Completed & Signed W-9 , reflecting how you would like your 1099 at the end of the year.
	Legible Copy of your Driver's License .
	Completed Residential Lease Owner's Property Disclosure Statement .
	Transaction Privilege Use Tax (TPT) Signed Authorization .
	Completed Lease Owner's Advisory .
	Copy of HOA CC&R's & Rules and Regulations (if applicable).
	Completed Owner's Direct Deposit Form (Optional).
	Copy of Home Owner's Insurance Policy indicating Austin Fleck Property Management as an additional insured or additional interest.
	Complete the attached Home Warranty Credit Card Authorization Form . (If applicable.) In Addition: Notify Home Warranty Company of new management company and provide Austin Fleck Property Management updated Home Warranty policy information.
	Utilities established and maintained in your name during vacancy.
	Provide the Home in Rent-Ready Condition . i.e., professional house cleaning, carpet cleaning, landscape clean-up & maintenance during vacancy, pool maintenance during vacancy (if applicable), repairs and painting or paint touch up completed (if needed).
	Erect a Pool Fence in compliance with Code if one is not currently present. (If applicable.)
FYI	HOA Dues are not paid by Management.
	Provide all Keys , Garage Door Remotes, Gate Remotes, Fan Remotes, Gate Codes, Pool Keys, etc. Other Keys/Remotes Provided: _____ Inventory: _____
	Notify management of Mailbox Number and Location . MB# _____ Location: _____
	(If applicable) Parking Slot # and location _____ Storage Unit # _____

Thank you for choosing Austin Fleck Property Management. We look forward to the opportunity to work with you further.