



AZARI

PROPERTY MANAGEMENT

Licensed Real Estate Broker/Property Manager

CHECKLIST

This checklist is to assist you in completing the process of contracting with Azari Property Management. All applicable items must be included before we can complete the contract.

1. Management Agreement – Signed and completed including Social Security numbers and contact numbers for all owners.
2. Automatic Deposit- include voided check if account that the monthly rent distribution is deposited to, differs from checking account used to pay set-up fee & maintenance reserve.
3. \$250.00 check payable to Azari Property Management for Homeowner's / Maintenance Reserve.
4. \$150.00 check payable to Azari Property Management for setup fees.
5. House/condominium Keys – minimum 3 copies of each.
6. Mailbox Keys – minimum 2 copies
7. Pool/Community Room Keys – minimum 1 copy.
8. Pedestrian Gate Key – minimum 1 copy.
9. Garage Remote (s)- minimum of 2.
10. Gate Remote (s) – minimum of 2.
11. Gate Card (s) – minimum of 2.
12. CC&R (applies to Condominiums only) - 1 copy (soft copy is preferable)
13. Certificate of Insurance evidencing coverage with Azari PM added as additional insured (applies to Single Family Residence only)
14. Warranty – If this is a new home, please provide the building warranty information. If you have purchased a home warranty, please provide a copy.
15. Pool Service Company Name _____
16. Landscaping Company Name _____
17. Is power service currently on? Yes or No Phone number _____
18. Is water service currently on? Yes or No _____