

**NEW MANAGEMENT INFORMATION WORKSHEET
RELIABLE PROPERTY MANAGEMENT**

Welcome to the RPM family. This document is very important so please take a moment to review its contents and complete the blanks.

Before RPM can do anything with your property (including marketing the property for lease), we must have the following:

1. Signed Management Agreement
2. Keys to the property; and
3. The owner's reserve amount as specified in your Agreement

If the property is vacant, management will include maintaining the yard and managing the water and electricity. If you already have utilities in your name, please have your billing address changed to RPM's mailing address at P. O. Box 162745, Austin, Texas 78716. This will save you money in connection fees and deposits. Your property will market better with water and electricity turned on.

NOTE: Payment for repairs exceeding your owner's reserve may be required before any repair work can begin. RPM does not pay HOA dues or mortgages. Be sure the HOA and your mortgage holder have your correct mailing address or else important documents and billings may be sent to your rental property address.

Owner Name(s):	
Owner Address (include City, State, Postal Code, Country)	
Home Telephone:	
Work Telephone:	
Mobile Telephone:	
Email Address (work):	
Email Address (other):	
Owner is which of the following: individual, estate, corporation, LLC, trust, partnership, LLP (specify State):	
Property Address (include City, State and ZIP):	
Non-real property to appear on lease (e.g. stove, dishwasher, washer, dryer, disposal, microwave stand-alone, microwave built-in, refrigerator, sprinkler system, window treatments, ceiling fans):	
Additional non-real property (will not be serviced or maintained):	
Commencement Date of Management Agreement:	
Owner Reserve Amount:	
Management Fee:	
Is the property currently occupied?	

**NEW MANAGEMENT INFORMATION WORKSHEET
RELIABLE PROPERTY MANAGEMENT**

If occupied, is occupant, tenant, owner or other?	
Where can RPM get a copy of the current lease?	
Occupant contact info:	
Who is holding the tenant's deposit?	
Expected date property can be leased for a move-in:	
Is property currently managed by another company? If so, please provide name and telephone number.	
Date owner closed on property:	
Year house was built:	
Builder's name:	
Are there any warranties? Please include builder warranties as well as purchased warranty policies. With warranty policies, provide name of company (e.g. Old Republic, AHS), policy number and date of expiration.	
For each property, RPM requires \$1M of liability insurance with RPM named as an additional insured. If you plan to carry this coverage, have your insurance company fax proof of coverage to 512-327-3283. If you want RPM to carry this coverage for you, the current cost is \$140 per year for single-family and \$210 for duplexes. Please indicate if you will carry this coverage or if you want RPM to purchase it for you.	
RPM will need a completed form W-9.	
RPM offers direct deposit through PayLease. Please complete the provided form to enroll.	

**NEW MANAGEMENT INFORMATION WORKSHEET
RELIABLE PROPERTY MANAGEMENT**

Does owner have anyone taking care of landscaping? If so, provide name and telephone number. If none, RPM will begin lawn services effective the start date of management agreement.

Notes: