



BLACK BOOK INTERNATIONAL, INC.

NEW MANAGEMENT CHECKLIST

Owner(s): _____

Property Address: _____

Please provide the following items:

- Completed Residential Leasing & Property Management Agreement
- Completed Property Intake Form
- Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards (if property was constructed prior to 1978)
- Completed W-9 (this is for whoever will be receiving the 1099). Only page 1 is needed. Don't forget to sign it.
- A check made payable to Black Book International, Inc. in the amount of \$300.00 for your owner's reserve
- A copy of the HOA Rules & Regulations (if the property is located within an HOA) – an emailed pdf is preferred over a hard copy. If you don't have these, please contact your HOA management company for a copy.
- House Keys: 3 sets (2 will go to the new tenants, 1 will be retained by us). If the property is already occupied by tenants, please provide us with 1 key for our use.
- Mailbox Keys (if applicable): Please provide 2 keys. 1 will go to the tenants, and 1 will be retained by us. If the property is already occupied, please provide us with 1 key for our use.
- Pool/Clubhouse access key (if applicable). Please leave this in the kitchen drawer closest to the refrigerator.
- Garage Remotes: Please place 2 working remotes in the kitchen drawer closest to the refrigerator.
- Leave any operational manuals for appliances, security systems, thermostats, etc. in the kitchen drawer closest to the refrigerator
- Copies of any recurring bills you would like us to pay (lawn service, HOA, etc... - we do not pay mortgages).
- Insurance COI (Certificate of Insurance) showing Black Book International, Inc. as additional insured. (Your insurance broker can email this directly to us)
- If the unit is currently occupied by a tenant, please provide:
 - Tenant's Application
 - Tenant's Lease
 - Tenant's Security Deposit
 - Tenant's Account Statement
 - Tenant's Contact Info