



Thanks for hiring us for your property management needs.

Here is a check list of items that our new clients need to complete as we get started:

- Management Contract, Colorado Addendum, Agency Authorization, Lead Paint Disclosure if built before 1978, etc.
- \$300 as an initial seed for your account balance.
- A deposit slip for the account you want to use for direct deposits.
- One or more complete set of door keys. We'll make 2 sets for us and if needed, 2 sets for new tenants.
- Mail box keys, if any, and location and number of the mailbox.
- Garage remote controls and keyless door codes.
- Door and gate codes for HOA amenities such as pool, laundry, club house.
- A check for the security deposits for continuing tenants, if any.
- For continuing tenants: written leases, last rent increase letters, applications, rent rolls, rent ledger with current balance due, all contact information known, move-in documentation and photos, additional important information & arrangements & quirks.
- HOA documents and/or owner's internet access to them; to include rules, regulations, policies, enforcements, a few specific pages of the Covenants and Declarations, etc.
- Insurance policy: must be a landlord's policy, modified for public liability requirements and naming Alert Realty & Investment Co as an additional insured party.
- Owner's mailing and/or forwarding address, telephone, cell, email, emergency contact.
- Primary Social Security Number, or Tax ID for LLC or corporation. (IRS 1099 requirement)
- Utilities: Leave in your name, we will change. If not in Longmont, let's discuss.
- OTHER: _____

Thank you for your help with these important items.

Sincerely,

A handwritten signature in blue ink, appearing to be 'B. J. ...', is written over a light blue horizontal line.