

Property Manager Signature
Contact information

New Property Checklist

✓	Date	Task
		Property Reserve Sent to HF (via Check or Online)
		Security Deposits Sent to HF (via Check or Online)
		Resident Paid Future Rent Sent to HF (via Check or Online)
		Does this property have a mortgage?
		Is the mortgage government backed (E.G Cares Act)
		Owners Insurance for the Property
		Rent Roll (If Available)
		Resident Ledgers (If Available)
		Keys
		Leases
		Resident Contact Information
		Move In Walk Through Inspections & Photos (If Available)
		Utility Information - Companies and Responsibility (Resident, Owner, House Bills)
		Mowing Responsibility - Resident or Owner?
		HOA?