

TERRA FIRMA GROUP INC / OWNER INPUT SHEET

CHECK LIST

- Owner Input Sheet
- Management Agreement
- PM Addendum(s)
- Unit Description Sheet
- Tenant Input Sheet
- W-9
- Blank CA 7% Tax Packet
(out of state owners only)
- City/County Reg Insp Form
- Insurance Information
- Realquest Property Detail
- HOA RnR's

NO STAPLES

ALL FORMS MUST BE TURNED IN

Agent: _____ Date: _____

Property Address: _____

City: _____ CA. Zip: _____

Referred by:

TF Website My Owner Marketing Craigslist TF Sign

Return Owner Additional Property Agent _____

Referral (other) Other _____

OWNER INFORMATION

New or existing owner with separate statement (each property will have its own cash account and statement)

New or existing owner with combined statement (all properties will be under one cash account and statement)

Owner statement option # _____

Owner Name/Trust Name: _____

Owner Email Address: _____

Contact for Trust or Power of Attorney: _____ (copy of Power of Attorney attached)

Owner Address: _____

City: _____ State: _____ Zip: _____

Home # _____ Cell # _____ Work # _____

Tax ID/SS # _____ Ownership % _____ (one Owner Input sheet per partner)

Emergency Contact: _____ Phone: _____

PROPERTY MISC INFORMATION

Property Insurance Company _____ Agent _____

Phone # _____ Policy # _____ Exp. _____

Email: _____

Home Warranty Company _____

Phone # _____ Policy # _____ Exp. _____

RECURRING EXPENSES

Mortgage Company _____ Start Date: _____

Address _____

City _____ State _____ Zip _____

Account # _____ Amount \$ _____

HOA _____ Start Date: _____

Address _____

City _____ State _____ Zip _____

Account # _____ Amount \$ _____ Contact Agent: _____