



Your property will not be listed for rent until all applicable items are received!

OWNER'S LIST OF ITEMS NEEDED

DATE: \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

PLEASE provide HIVE RE Group & Property Management with the following, if applicable:

- 1. The following keys and transmitters for the property. All house/garage locks must be keyed the same.
a. (4) Door keys - (2) for tenant and two for us to have access to property
b. (1) Mailbox keys
c. (1) Pool key
d. (1) Garage door transmitters
e. (1) Gate openers
f. (1) Amenities key
2. All gate / alarm system codes for property.
3. Mailbox / post box number for property.
4. Parking space / carport number / garage number for property, including all decals and / or passes.
5. Any and all warranty information on property.
6. A list of any and all work orders and work in progress on property.
7. HOA name and all HOA documents, i.e. CC&R's and Rules and Regulations, Tenant Registration forms, etc.
8. Any coupon books for HomeOwner's Association dues. (if we are paying)
9. If LLC or corporation, articles of incorporation & operating agreement showing person's authority to act on company's behalf.
10. If trust, copy of trust documentation showing person's authority to act on behalf of trust.
11. Current landlord's insurance policy information as it pertains to insurance coverage, i.e. Declaration Page, once we have been added as additional insured's - HIVE RE GROUP & Prop Mgmt needs to be on the policy as additional insured - we need a copy of the Declaration Page for our office files, this will not affect your costs. The policy needs to be a minimum of \$500K liability as per contract requirements. Mailing address needs to be: HIVE RE Group 6955 N Durango Dr., Ste 1115-295, Las Vegas, NV 89149 on all policies.
12. Name, address, and phone number for pool company.
13. Name, address and phone number for lawn service.
14. Any unpaid tax bills for current year. (if we are paying)
15. Any other statement regarding the property that we may be paying on your behalf.
16. W-9 provided, completely filled out - no payments will be made until this form has been received in our office.
17. Direct Deposit info sheet for account you want funds deposited to - please allow one (1) month for any changes once submitted.
18. Copy of driver's license or ID if no driver's license for each owner.

IF PROPERTY IS CURRENTLY LEASED:

- 1. Current leases for the properties listed herein.
2. Transfer of security deposits to HIVE RE Group & Property Mgmt.
3. The phone numbers & email addresses for all tenants currently residing in property.
4. Tenant's check-in inspection sheets. As you are aware, security deposits are strictly regulated by the Nevada Real Estate Division. For that reason, we need any and all information documenting the condition of the premises at the time of tenant's possession so that we may accurately determine the amount of security to be refunded after the tenant's vacate.
5. Name and phone number of previous management company.

Property Manager's signature

Landlord's Signature Date

Landlord's Signature Date