



2839 Honolulu Avenue, Verdugo City, California 91046 Phone (818) 249-1005 Fax (818) 249-6433 e-mail: info@NHPonline.com

## RESIDENTIAL PROPERTY NEW ACCOUNT CHCKLIST

### Property Address

Title held as follows: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Original Statements & Vouchers sent to: \_\_\_\_\_

Additional statements to: \_\_\_\_\_

Property identification number: \_\_\_\_\_

Owner's Attorney: \_\_\_\_\_

Owner's Accountant: \_\_\_\_\_

Owner's Insurance Broker: \_\_\_\_\_

Construction Firm: \_\_\_\_\_

Architect: \_\_\_\_\_

Copies of Plans & Specifications to: \_\_\_\_\_

Mortgagee: \_\_\_\_\_

Amount & Due Date of Loan Payments: \_\_\_\_\_

Washer & Dryer Service Agency: \_\_\_\_\_

Percentage to Building: \_\_\_\_\_

Electric Account Numbers: \_\_\_\_\_

Gas Account Numbers: \_\_\_\_\_

Water Account Numbers: \_\_\_\_\_

Scavenger Service: \_\_\_\_\_

Exterminator Service: \_\_\_\_\_

Other Contractors: (Lawn, Pool, HVAC, Etc.) \_\_\_\_\_



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## RESIDENTIAL PROPERTY NEW ACCOUNT CHCKLIST

- Secure all Employment Records
- Obtain copies of prior tax payments on employees
- Secure current Real Estate Tax Bills
- Power of Attorney for Taxes
- Review Accounts Payable Ledger

**Secure current list of all rents, including:**

- Building number
- Apartment Size
- Current Tenants Names
- Copies of all Leases
- Special Lease Clauses
- Security Deposits
- Vacancies