

HOMEOWNERS ASSOCIATION MANAGEMENT/RENTAL PROPERTY MANAGEMENT CHECKLIST

Homeowners Association Management (HOA) and Rental Property Management (RPM)

Rental Property Management Co: _____ Property Manager: _____
Phone # _____ Fax # _____ Email _____
Association Name: _____ Association Manager: _____
Phone # _____ Fax # _____ Email _____
Property Address: _____

Paperwork exchanged before property leased:

- Notice & Authorization of management from RPM to HOA
- HOA Information Sheet from HOA to RPM
- Copy of Governing Documents from HOA to RPM

Confirmation of who receives paperwork to HOA:

Billing Statement	<input type="checkbox"/> Homeowner	<input type="checkbox"/> Rental Property Mgr	<input type="checkbox"/> Tenant
Payment Coupons	<input type="checkbox"/> Homeowner	<input type="checkbox"/> Rental Property Mgr	<input type="checkbox"/> Tenant
Enforcement Notices	<input type="checkbox"/> Homeowner	<input type="checkbox"/> Rental Property Mgr	<input type="checkbox"/> Tenant
Newsletters	<input type="checkbox"/> Homeowner	<input type="checkbox"/> Rental Property Mgr	<input type="checkbox"/> Tenant

When leased:

- Tenant Information Sheet from RPM to HOA
(to include phone numbers and email addresses)
- Vehicle Registration Form to from RPM to HOA
- Crime Free Addendum from RPM to HOA
- Tenant received copy of Rules/Regulations

Signature Date