

Creative Real Estate Associates

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Property Management Cover Sheet

Designated Property Manager: _____

Subject Property Address: _____

City: _____, Nevada, Zip+4: _____ - _____

Owner 1: _____

Owner Address: _____

City: _____, State: _____ Zip+4 _____ - _____

Cell: _____, Home: _____, Office: _____

Fax: _____, Email: _____

Other Contact Information: _____

Owner 2: _____

Owner Address: _____

City: _____, State: _____ Zip+4 _____ - _____

Cell: _____, Home: _____, Office: _____

Fax: _____, Email: _____

Other Contact Information: _____

Property Information: Beds: _____, Baths: _____, Garage: _____

Garage Attached? Y / N Carport? Y / N Number of Spaces: _____

Sq Ft: _____, Highlights: _____

Warranty Company: _____ **Ph:** _____

Contact: _____ Fx: _____

Builder: _____ Ph: _____

Contact: _____ Fx: _____

HOA: _____ Ph: _____

Contact: _____ Fx: _____

Address: _____

HOA Mgmt Co: _____ Ph: _____

Contact: _____ Fx: _____

Address: _____

Pool: Y / N Pool Key: Y / N Clubhse: Y / N ClbHse Key/Card: Y / N

Spa: Y / N Gated: Y / N Gate Code: _____

Gate Key/Card (Specify): _____ How Many? _____ Mail Box Key: Y / N

Mail Box Number: _____ Garage Remotes: 0 1 2

Property Manager Checklist:

Management Agreement Sent On: _____ By: _____

Via (circle all that apply): US Mail Email Fax Priority Mail Overnight

Signed Management Agreement Received On: _____

Set-up Fee Check Received: Amount: _____ Check #: _____

Close Escrow Date: _____

Assigned to Property Manager And Delivered On: _____

Office Manager Initial: _____