

6700 Fallbrook Ave., Suite 160 West Hills, CA 91307
(424) 777-9848

Dear Owner,

We are excited you have decided to entrust us with the management of your property!

To make the switch as easy as possible, we have prepared the following checklist of items we will need from you to get started. Please deliver these items to our office as soon as possible, so that we can start the process. If you are scanning and emailing the documents to us, please make sure documents are in PDF format as photos are very difficult to read. Also, if you are emailing sensitive information, we strongly recommend encrypting the files.

Please let us know if you have any questions or concerns.

1	Property Questionnaire (fill out to the best of your knowledge, don't worry if there are missing items, we will fill them out as we find out the information)	☐
2	W-9 Forms	☐
3	Copies of Driver License(s) for each owner	☐
4	Proof of Ownership (deed or mortgage statement)	☐
5	SureVestor and/or Proof of Insurance with Hawk Mgmt, Inc. listed as Additionally Insured Our address is: 6700 Fallbrook Ave. Suite 160 West Hills, CA 91307	☐
6	Pest Share Agreement	☐
7	Key and Remotes (at least three sets required)	☐
8	Pictures of Property (if you have any)	☐
9	Copy of any bills you would like us to pay on your behalf	☐
10	$1,000.00 check payable to Hawk Mgmt, Inc. for reserve (check/portal) If paying Insurance or Mortgage, Reserve must cover the cost of those.	☐
11	Withholding Exemption Certificate For Out Of State Owners	☐
12	HOA's CC&R's and Master Insurance Policy (if applicable)	☐

If Property is occupied, we will need the following as well:

13	Copies of lease(s) and all other tenant file documents you want us to have	☐
14	Rent Roll (list of all tenants with contact information)	☐
15	Security Deposits	☐

Once we receive all the documents, we will send you the management agreement for e-signing.