



6700 Fallbrook Ave., Suite 221 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)	<input type="checkbox"/>
2	W-9 Forms	<input type="checkbox"/>
3	Copies of Driver License(s) for each owner	<input type="checkbox"/>
4	Proof of Ownership (deed or mortgage statement)	<input type="checkbox"/>
5	SureVestor and/or Proof of Insurance with Hawk Mgmt, Inc. listed as Additionally Insured Our address is: 6700 Fallbrook Ave. Suite 221 West Hills, CA 91307	<input type="checkbox"/>
6	Pest Share Agreement	<input type="checkbox"/>
7	Virtual Staging Agreement – Optional	<input type="checkbox"/>
8	Key and Remotes (at least three sets required)	<input type="checkbox"/>
9	Pictures of Property (if you have any)	<input type="checkbox"/>
10	Copy of any bills you would like us to pay on your behalf	<input type="checkbox"/>
11	\$1,000.00 check payable to Hawk Mgmt, Inc. for reserve (check/portal)	<input type="checkbox"/>
12	Withholding Exemption Certificate For Out Of State Owners	<input type="checkbox"/>
13	HOA's CC&R's and Master Insurance Policy (if applicable)	<input type="checkbox"/>

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

14	Copies of lease(s) and all other tenant file documents you want us to have	<input type="checkbox"/>
15	Rent Roll (list of all tenants with contact information)	<input type="checkbox"/>
16	Security Deposits	<input type="checkbox"/>

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

Broker License: 01924661