



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.

Hawk Management

1	Signed Property Management Agreement (make sure all pages are initialed and that the last page is signed)	√
2	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)	
3	W-9 Forms	
4	ACH Authorization	
5	Copies of Driver License(s) for each owner	
6	Proof of Ownership (deed or mortgage statement)	
7	Proof of Insurance with Hawk Mgmt, Inc. listed as Additionally Insured Our address is: 6700 Fallbrook Ave. Suite 221 West Hills, CA 91307	
8	Copies of lease(s) and all other tenant file documents you want us to have	
9	Rent Roll (list of all tenants with contact information)	
10	Key and Remotes (at least two sets required)	
11	Pictures of Property (if you have any)	
12	Security Deposits	
13	Electronic Code Box Agreement (optional)	
14	\$1,000.00 check payable to Hawk Mgmt, Inc. for reserve	
15	Withholding Exemption Certificate For Out Of State Owners	
16	HOA's CC&R's and Master Insurance Policy (if applicable)	