

## HOW TO GET STARTED

MANAGEMENT AGREEMENT: This can be completed online or simply scan/email or fax Management Agreement as follows

- Please include all current contact information
- Initial each page at bottom right corner
- Complete and sign last page of Agreement

Upon receipt, we will schedule an appointment to do the following:

- Take photographs of your property and amenities for internet advertising
- Install a Lockbox with 1 set of property keys in addition to installing professional “For Lease” signage on the property.
- Complete a Property Profile including property features, amenities, complex and/or area features  
(i.e. schools, parks, shopping, etc. for our files and ads).

## WHAT WE NEED FROM YOU.

### 1. **Within 7-10 Days, Please Fax Or Email The Following Documents To Us For Lease Attachment & Enforcement:**

- a) Copy of Home Owner Association (HOA) Rules & Regulations (if applicable)
- b) A blank copy of HOA’s “Tenant Registration Form” if required by HOA Management Co
- c) Name & telephone number of HOA Management Company and Manage Co.
- d) ACH Authorization Form: Allowing us to directly Deposit you monthly income
- e) W-9 Tax Form – 590: Required from all Property Owners for end of year tax recording.  
(Return form via US mail, Fax or email)

### 2. **Keys, Remotes and Security Cards will be needed for:**

All Doors	Mailbox	Swimming pool/Amenities
Laundry	Storage	Garage Remotes & Coded Entry
Gate Card & Access Codes		Parking Permits & Assigned Space Numbers

3. **Home Warranty, Vendor Contracts/Services:** If you have a Home Warranty or Appliances still under warranty, please provide copies and telephone numbers for service. Please provide a list of names and telephone numbers for all other contractual service providers i.e. gardener/landscaper, pest service contractor, propane provider, laundry service provider.

4. **A Landlord Insurance Policy:** is a option of your Property Management Agreement (replacing your Homeowner Policy) for each address noted in your contract, with “TKG Management” named as “additional insured/additional interest” or similar language, stating TKG is covered under Landlord Policy. A Certificate OR Declaration of Insurance is required from



1475 S. State College Blvd., #228 Anaheim CA 92806  
O. (714) 598-4818 F. (714) 406-0655 www.TKGPM.com

your insurance provider upon tenant-signed lease. Proof of Insurance is required prior to tenant occupancy.

***Please note:** Information is provided within our brochure by an independent insurance broker. If your current insurance carrier will not write a “Landlord Policy” or will not name TKG as “additional insured/interest”- or you simply wish to compare rates, you may contact them to obtain the appropriate type of coverage to meet this requirement. They understand your needs as a rental owner and offers very competitive pricing.*

5. **Smoke Detectors & Carbon Monoxide Detectors:** are required by law to be installed within the Rental Property prior to rental. TKG will advise and quote installation cost if needed.

6. **Optional Payments:** If your rental proceeds will cover payments i.e. your mortgage, insurance or HOA fees, you may request Utopia make these recurring payments from rent, and they will be reflected on your monthly stmt. Please provide one copy of invoice/statement for each payment upon sign-up.

7. **Current Rental Files** (if applicable): A complete copy of tenant files, including rental agreements, relevant or pertinent documentation/correspondence, i.e. tenants’ credit applications, notices sent to/or served upon tenants, file notes, and current rent roll on multiple units.

8. **Current Utilities** if you would like us to pay certain utilities or services on your behalf please provide all accounts #'s, contact information and company names (i.e. water, gas, trash, landscaping, pest control...)

Contact Info: Please call 714-598-4818 Thank You!

Fax: 714-406-0655; Email: info@tkgpm.com

 **TKG** PROPERTY  
MANAGEMENT  
THE KENNEDY GROUP  
1475 S. State College Blvd., #228 Anaheim CA 92806  
O. (714) 598-4818 F. (714) 406-0655 www.TKGPM.com



**John Smith**  
**100 Main Street**  
**Anytown USA 10012** 102

PAY TO THE  
ORDER OF \_\_\_\_\_ \$

\_\_\_\_\_ DOLLARS

MEMO \_\_\_\_\_

⑆ 23456789⑆ ⑆002345678⑆ ⑆02

Routing No.  
9 digits

Account No.

---

\_\_\_\_\_ Please check the box and initial you choose to opt out of our Direct Deposit option.

