

Owner's Information Sheet

Property Address:	
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	Owner 1	Owner 2
Owners Name:		
Nickname:		
Preferred Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> _____	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> _____
Home Phone:		
Mobile Phone:		
Work Phone:		
Fax (Optional):		
Preferred Email Address:		
BEST Contact Method & Time:		

Monthly Statements

Where would you like your Monthly Statements e-mailed?

You will be able to view all your Monthly Statements through our website at www.allsourcepm.com

Email Address:	
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Proceeds

Your monthly rent proceeds are sent by ACH directly to your chosen bank account.

Please complete this Authorization for ACH Credit to have payments transferred to your account.

The Authorization for Direct ACH Credit Form can also be obtained from our website at:

www.allsourcepm.com under the owner documents.

Mailing Address

To:			
Address:			
City:		State:	
Zip:			

It is the owner's responsibility to keep their contact information up to date with APM; this includes all phone numbers, current mailing address, and e-mail addresses.

If we are unable to reach you, we may initiate repair work even if it is higher than \$300 in the management agreement for the following cases: (1) the health or safety of a tenant is an issue; (2) the property will incur damage if immediate action is not taken, (3) In instances where there is only one option to consider. We will not leave a tenant waiting in 90+-degree heat without A/C or without hot water, or a leaking roof while we try to contact you for permission to do the obvious.

Emergency Contact

If we are unable to reach you, who can make a decision for you?

Emergency Contact Name:	
Daytime Phone Number:	
Evening Phone Number:	
Email Address:	
Relationship:	

Insurance

Confirm that you have adequate insurance coverage to protect your investment, the amount should equal the actual cash value of your property. The management agreement requires owners to carry liability coverage to protect all parties, to do so you must name Allsource Property Management as Additional Insured.

***NOTE: PLEASE COMPLETE THE INCLOSED W9 FORM FOR TAX REPORTING.