

Onboarding Form

Long Term _____ Vacation Property _____ OIC _____ HYBRID _____ (check one)
Street Address of Property _____
Is there a second Property Address (Cottage or Ohana) _____
Owners Name (s) _____,
Owners Email (s) _____,
Owners Phone _____ Owners Birth Date _____
Owners Address _____
GE Tax # _____ TAT# _____
Do owners need to apply for GET Yes No for TAT Yes No

Date Services will commence _____
Management Fee \$ _____ Marketing Fee \$ _____ Leasing Fee \$ _____
Maintenance Reserve/Escrow Amount \$ _____ Tax Filing _____
Utilities we are invoicing Tenant: Electric ___ Water ___ Cable TV/Internet ___ Refuge ___
Utilities we are billing back to owner: Electric ___ Refuge ___ Water ___ HOA ___ Landscaping ___
MRC is added as a "Continuous Service" with MECO yes No

Agent Referral for Lead _____
Payable to: Company _____
Company Address _____
Referral Fee Agreed Upon _____

Renters Name (s) _____
Renters Email (s) _____
Renters Phone #(s) _____
Start Date of Lease _____ End Date of Lease _____
Monthly Rent \$ _____ Security Deposit \$ _____

Bookkeeper has set up account in QB _____ (Initials) Rentech _____ (Initials)
Security Deposit Paid by Tenant Yes No
Prorated Rent Paid By Tenant Yes No
Account Rep/Concierge has set up account in Innago _____ Initial
Special Terms _____

