

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 us to apply for GET Yes _____ No _____ for TAT Yes _____ No _____

Date services will commence _____

Management Fee _____ Marketing Fee _____ Leasing Fee _____ Tax Report Fee _____ Escrow Acct _____

Utilities MRC is Paying _____

MRC is added as a "Continuous Service" Electric _____ Yes _____ No

Refuge Yes _____ No _____ Acct. # _____

MECO # _____ Login _____ Password _____

Water Acct. _____ Login _____ Password _____

Lock/Alarm Service _____ Login _____ Password _____

Landscaping Service Yes _____ No _____ Pool Service _____

Is Work to be Done Prior to Renting? _____ Amount of Escrow Funded for Work Prior to Renting _____

Agent Referral for Lead _____

Payable to: Company _____

Company Address _____

Referral Fee Agreed Upon _____

Special Terms _____

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 Invoice to Owner _____ Yes _____ No

Security Deposit Invoiced _____ Yes _____ No

Account Rep/Concierge has set up account in Innago _____ Initials

Special Terms _____
