



SUNDIAL REAL ESTATE LLC

New Property & Owner Checklist

Property Address _____

Owner Name _____

Previous Mgt Co. & Contact # _____

DOCUMENTS FOR SUNDIAL REAL ESTATE

- Management Agreement
- Addendum to Property Management Contract (RE: Sales, Short Sales, etc.)
- Owner Information Sheet
- Homeowner Association Information Sheet
- AZ Residential Rental Form
- Direct Deposit Form
- LLC Documents
- Copy of Driver's License or Passport (required for Privilege Tax License)
- Your properties city Transaction Privilege Tax License Application (signed by owner) Sundial Real Estate will fill out application for you.
- Settlement Statement (If you just closed on this property)
- Home Warranty Company Information
- HOA/CC&R Documents
- Insurance Declaration Page

OTHER DOCUMENTS/ITEMS

- Lease Agreements (on existing residents)
- Keys (front door, mailbox, storage, laundry, pool, etc.)
- Residents Statement (Payments, Charges and Balance)
- Pool Permit
- Laundry (Who owns machines and contact info) Only if you own facility.

