



CHECK LIST FOR NEW ONE FOCUS PM CLIENTS

- Owner(s) Photo ID
- Routing and account number for the bank account we will deposit your rental proceeds to
- If owner is an entity, like an LLC or Trust, we need the operating agreement for that entity
- Access to all locks on the property including basements, attics, garages, mailboxes. If electronic locks, we need the programming code.
- City rental license(s)
- What utility companies are servicing the property? Whose name are these accounts in? Water, Sewer, electric, gas, propane, oil, trash
- Check for the amount of onboarding fees or maintenance/construction proposal deposits required to start management. Made payable to One Focus Property Management.
- Proof of Insurance- Per our management agreement, our clients must purchase and maintain property insurance on the managed property and this policy must include One Focus PM as co-insured or additionally insured.
 - Client must provide proof of the required insurance at the start of management
 - If Owner fails to provide proof of compliant insurance, the property will be enrolled in the Broker's Master General Liability Insurance, providing Owner and One Focus PM \$1,000,000 liability coverage.
 - The monthly cost will be charged to the Owner at \$11/unit.
 - Owner can opt out of the Broker's Master General Liability Insurance at any time by providing proof of a compliant policy.
 - Wonder why this is necessary? Check out this video <https://bit.ly/beingadditionallyinsured>

ONLY NEEDED IF OCCUPIED:

- Leases, including any lead-based paint disclosures, addenda. If you only have old leases, we need the MOST RECENT signed agreement.
- Account ledger- is the tenant current on payments, prepaid or delinquent?
- A check for the amount of the security deposits being held for current tenants. This check must be made payable to One Focus Property Management and MUST be separate from the payment of other funds. These funds must be deposited directly into the deposit escrow account.
- Move-in inspection documentation
- Tenant contact information, email, phone, any emergency contacts provided
- Tenant application (specifically seeking information like DOB and Social Security number in case it is needed for collection efforts)