

WEST USA PROPERTY MANAGEMENT
NEW MANAGEMENT / LEASE SET UP FORM

Check One

NEW PROPERTY NEW TENANT BOTH

PLEASE NOTE THAT THERE IS A ONETIME SETUP FEE OF \$10 PER NEW PROPERTY THAT IS SETUP.

Agent Name: _____ Date: _____

Property Address: _____

City: _____ Zip: _____

Setup Fee Paid: _____

NEW OWNER INFO (AS LISTED ON MGMT AGREEMENT):

Name(s): _____

Mailing Address: _____

NEW TENANT INFO (AS LISTED ON LEASE AGREEMENT):

Name(s): _____

Lease Start Date: _____ Lease End Date: _____

Total Deposits: _____ Deposits Held: _____

OTHER:

AGENT SIGNATURE: _____