



NEW MANAGEMENT / LEASE SET UP FORM

CHECK ONE

NEW PROPERTY NEW TENANT UPDATE EXISTING PROPERTY
\$10 SETUP FEE MUST BE ATTACHED FOR ALL NEW PROPERTIES

AGENT NAME: _____ DATE: _____
PROPERTY ADDRESS: _____
CITY: _____ ZIP: _____

NEW OWNER INFO (AS LISTED ON MGMT AGREEMENT):

NAME(S): _____
MAILING ADDRESS: _____

MONTHLY MANAGEMENT FEE: _____

NEW TENANT INFO (AS LISTED ON LEASE AGREEMENT):

NAME(S): _____
LEASE START DATE: _____ LEASE END DATE: _____
MOVE IN DATE: _____
RENT AMOUNT: _____ REFUNDABLE DEPOSIT AMOUNT: _____
WUPM PROCESSING FEE: _____

ADDITIONAL MONTHLY LEASE CHARGES:

CHARGE TYPE: _____	AMOUNT: _____
CHARGE TYPE: _____	AMOUNT: _____
CHARGE TYPE: _____	AMOUNT: _____
CHARGE TYPE: _____	AMOUNT: _____
CHARGE TYPE: _____	AMOUNT: _____
CHARGE TYPE: _____	AMOUNT: _____
CHARGE TYPE: _____	AMOUNT: _____
CHARGE TYPE: _____	AMOUNT: _____

W9/W8 ATTACHED _____

SET UP FEE ATTACHED _____

DATE SUBMITTED _____