

## **PROPERTY MANAGEMENT PAPERWORK CHECKLIST**

### **PAPERWORK THAT IS SUBMITTED TO PROPERTY MANAGEMENT**

#### Rental Payments

- Disbursement Sheets (Residential, ACH, Commercial)
- Property Setup Sheets (*\$10 Setup Fee Required for all NEW properties*)
- W-9 for owners that are United States Citizens
- W-8ECI (with proper tax ID number) for owners that are not United States Citizens
- Signed A202 Agent Packet (1 Per Agent)
- Signed ACH Packet (when needed)
- Security Deposit Disposition Sheets (when needed)

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### **PAPERWORK THAT IS SUBMITTED THROUGH WEST USA DASHBOARD**

- Property Management Agreement
- A194A Addendum to Property Management Agreement
- W9 when paying a co-broke to another company
- A107 Rental Checklist (when needed)
- Lease Agreements
- Agency Disclosure
- Lead Base Paint Disclosure (when needed)
- Lease Renewals
- Property Management Renewals
- Property Management Cancellations
- Property Management Transfers