



## 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 \_\_\_\_\_