



RealtyPark Management
PO Box 7413, Baltimore, MD 21227

Checklist for Property New Owners

OCCUPIED PROPERTY

Provided by Owner

- Copy of lead certificate
- Copy of property registration
- Copy of Insurance policy
- Copy of Owner's Driver's License or Photo Id
- Owners Email Address & Contact Phone#
- Copy of completed W9
- Copy of current Lease
- Copy of current Ledger
- Copy Of Articles of Organization if LLC (If Section 8)
- Tenant's Name, Phone Number and Email Address
- Owner's Bank Name, Account Number and Routing Number (or voided check)

VACANT PROPERTY

Provided by Owner

- Copy of lead certificate
- Copy of property registration
- Copy of Insurance policy
- Copy of Owner's Driver's License or Photo Id
- Owners Email Address & Contact Phone#
- Copy of completed W9
- Owner's Bank Name, Account Number and Routing Number (or voided check)

PLEASE NOTE: The Management Contract or Management Contract Addendum is signed **ONLY AFTER** all the documentation listed above are in the file.

For More Information Contact:

RealtyPark Management

(855) 771-0658 Toll Free

info@realtyparkmanagement.com

www.realtyparkmanagement.com

