

OWNER ENROLLMENT CHECKLIST:



Thank you for selecting Clay Bresnan/Maxim LLC as your trusted management company. To assist you in providing me with all necessary forms and enrollment data as easily as possible, we have prepared the checklist below as a guide. The following items need to be complete in order to expedite the process ahead.

- EXECUTED Management Services Or Exclusive Right to Lease Agreement
- COMPLETED Authorization for Direct Deposit Form/Bank Info (if managed)
- COMPLETED Access to Property Sheet
 - All keys
 - All garage openers
 - All FOBs/Clubhouse cards
 - Alarm Info
- COMPLETED Enrollment Info Sheet
 - Owner Info Sheet
 - Condo & Master HOA Info
 - Property Info

Privacy Policy Assurance:

Any information gathered herein is for Administrative purposes ONLY. All data collected is treated with the highest level of security and will not be shared to any party other than those directly related to the management or leasing of subject property.