



The following documents are required to manage your property, and must be provided at the time the management agreement is signed.

1. *Fully executed Property management Agreement.*
2. *Fully executed Multiple Listing forms and agreement.*
3. *\$300 Contingency Reserves to be held in Brokers Trust Account.*
4. *Copy of your driver's license.*
5. *Date of birth.*
6. *Social Security Number*
7. *Signed utility authorization.*
8. *Copy of liability, fire and vandalism insurance coverage, with Property Management Company as also insured. (see management agreement)*
9. *Copy of CC&R's and all other pertinent documents for the property being managed. (Including any Country Club use permits or authorizations for Tenants)*
10. *Four sets of keys, (including front door, mail box and garage door. (Two garage door openers, gate openers and gate access cards and keys.) At least one pool or club house key must be provided.*
11. *All alarm codes, gate entry codes and garage door entry code if applicable.*
12. *The names and phone numbers of all Association or Master Plan Community Management Companies, alarm companies and guard gate contact numbers if guard gated.*

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