

**SHADOW MOUNTAIN PROPERTY MANAGEMENT**

**20 E. Hwy. 89A, COTTONWOOD, AZ. 86326**

**(928) 634-2066 / FAX: (928) 634-2098**

**HTTP://WWW.SHADOWRENTALS.COM**

Owner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Owner forms list where applicable:

- \_\_\_\_\_ Management Contract – SIGNED
- \_\_\_\_\_ FAXED
- \_\_\_\_\_ Original
- \_\_\_\_\_ Set-up Fee
- \_\_\_\_\_ Maintenance Fee
  
- \_\_\_\_\_ W-9 Form
- \_\_\_\_\_ Mail transferred to your home address
- \_\_\_\_\_ Yavapai County Assessor Notification form – 2 pages
- \_\_\_\_\_ Insurance Rider, Shadow Mtn. Property Mgmt. listed as additional insured.
- \_\_\_\_\_ Owner Maintenance unlicensed vendor form
- \_\_\_\_\_ Personal property inventory
- \_\_\_\_\_ Window coverings in all rooms are preferred.
- \_\_\_\_\_ C.C. & R's from all communities
- \_\_\_\_\_ Clubhouse/Pool key Authorization form
- \_\_\_\_\_ Gate code/opener form
- \_\_\_\_\_ Verde Santa Fe/Brookfield Warranty Authorization form
- \_\_\_\_\_ Home Warranty information
- \_\_\_\_\_ Keys turned over to Shadow Mtn.
- \_\_\_\_\_ Existing tenant information/contract info
- \_\_\_\_\_ Existing tenant deposits transferred
- \_\_\_\_\_ All other openers turned over to Shadow Mtn.