

SHADOW MOUNTAIN PROPERTY MANAGEMENT

20 E. Hwy. 89A, Cottownwood, AZ. 86326

(928) 634-2066 Fax: 634-2098

Owner Name _____

Property Address _____

Owner's Checklist of things "to do" where applicable

Management Contract/ SIGNED

- _____ Faxed (okay to start)
- _____ Original (we need this to complete your setup)
- _____ Set-up fee
- _____ Maintenance fee

- _____ W-9 Form
- _____ Mail transferred to your personal home address
- _____ Yavapai County Assessor Notification form- 2 pages
- _____ Insurance rider, Shadow Mtn. listed as additional insured
- _____ Vendor form
- _____ Personal property inventory
- _____ Window coverings in all rooms are preferred
- _____ C. C. & R's from all communities (where applicable)
- _____ Home Warranty Information
- _____ Keys to Shadow Mountain Property Mgnt
- _____ Existing tenant information/rental contract info
- _____ Existing tenant deposits transferred to Shadow Mtn.
- _____ All other openers to Shadow Mountain

Verde Santa Fe/Brookfield Owners Only

- _____ Clubhouse / Pool key Authorization form
- _____ Gate code/ Opener form
- _____ Verde Santa Fe/Brookfield Warranty Authorization Form