



Addendum to Management Agreement for _____

OWNER INFORMATION

Forwarding Address: _____

Phone No.: (h) _____ (w) _____ (c) _____

Location & Time Difference: _____

E-mail Address: (primary) _____ (back-up) _____

Emergency Contact Name: _____ Relationship _____

Address: _____ Phone: (h) _____ (w) _____

Property Insurance Company: _____ Agent Phone: _____

**Please notify your Insurance Provider that your home is no longer a "Primary Residence" if this is a new rental home. A new insurance coverage may be necessary.*

PROPERTY INFORMATION

- Type: Detached Home Townhouse Condo
- Mailbox #: _____ Parking Space(s) _____ Permits Required? Yes No Assigned Space # _____
- HVAC: Gas Elec Oil Forced Air Heat Pump Radiant/Convactor --- Last Serviced? _____
- AC: Heat Pump Electric Window Unit(s) (Qty _____) --- Last Serviced? _____
- Hot Water Heater: Elec Gas
- Are you leaving behind the washer and dryer for the tenants use? Yes No
- What utilities are included? _____
- Trash pick-up days? _____ Recycle days? _____
- Has the home ever had termites? Yes No - Date of last inspection and/or treatment for termites? _____
- Fireplace(s) Last inspected and cleaned? _____ Wood-burning Gas-burning Wood Stove
- Utility Companies: Gas _____ Water/Sewer _____ Power _____

DISCLOSURES

- Landlord will _____ or will not _____ permit pets. Case by case _____. Restrictions _____
- Landlord is _____ or is not _____ a licensed real estate agent.
- Property is _____ or is not _____ subject to an existing lease.
- Property is available for occupancy on _____.
- Has there been any history of water leakage/flooding in the Premises? If yes, where & what was done to cure the problem?

- Landlord agrees that all existing window coverings, garden tools, furniture, stored items, and other chattels left by Landlord convey in as-is condition and are left at landlord's risk. Landlord agrees to hold Agent harmless for loss/damage to any of these items. Landlord shall remove all grills, fuel-powered equipment, ladders, swing sets, and playground equipment from the Premises prior to leasing.
- Landlord agrees to contact utility companies to notify them of new management status. Landlord should instruct said utility companies to have all correspondence sent to **ARMI – Austin Realty Management**.

EXISTING SERVICE CONTRACTS/WARRANTIES (PLEASE PROVIDE COPIES)

HVAC _____ Telephone _____ Expires _____ Renew? Yes No
Lawn _____ Telephone _____ Expires _____ Renew? Yes No
Pest Control _____ Telephone _____ Expires _____ Renew? Yes No

DISBURSEMENT OF FUNDS

Funds will be deposited into Owner's bank via electronic transfer (ACH)

Bank Name/Address _____ Account #: _____

Bank Routing Number: _____ (*Attach a voided check).

HOA/CONDO INFO:

Name of Management Company. _____ Contact #: _____

Start: _____ Amount: \$ _____ ARMI to pay?

Is Trash Service included with your HOA dues? Yes No

Is Lawn Care, specifically for your residence, included with your HOA dues? Yes No

What other Amenities are included with your HOA:

Additional Instructions for **ARMI**:
