



Owner Checklist for Property Management Services

Note: All of the below forms are available for electronic completion

- Property Management Service Agreement
- Addendum A: *Property Management Information Form*
- Addendum B: *Vendor Information Form*
- Addendum C: *General Authorization*
- Addendum D: *Property/ Unit Information Form*
- National Grid Landlord Transference Form
- Proof of homeowners insurance and evidence of OneStop Real Estate added as insurer (when possible)
- Keys & garage openers
- Setup/ provide bank account information (*see section 8 of service agreement*)
- Copies of any existing lease agreement and related documents if agent does not already possess
- Lead compliance certificate (*see section 25 of service agreement*)
- Recorded copy* of Designation of Agent for Non-Resident Form if not a R.I. Resident (*see section 18 of service agreement*). \$35 filing fee plus recording fees if Agent is to file.
- Any bills (water, sewer etc.) to be paid by Agent should be setup to be forwarded to:

*OneStop Real Estate
Attn: Property Management Division
100 Midway Road, Suite 13B
Cranston, RI 02920*