



rental zebra

renting so simple, it's black & white

559 W. Main St.
Merced, CA 95340
Ph. 888-851-6583

Owner Onboarding Checklist

Completed By: _____

- Contact Information-** Owner contact info form has been filled out

- Property Management Agreement**
 - We have received signed PMA
 - Management fees have been discussed- \$50 min mgt fee for 4 properties or less
- W-9**
 - We have received completed and signed W-9

- Direct deposit form or Live Check**
 - Signed direct deposit form
 - Voided check or form from Banking Institution (to confirm account numbers)

- Transfer Funds Letter-** For owners with multiple properties (please ask accounting to print once owner is in the system)
- Homeowners Insurance Information & Home Warranty**
 - Have owner fill out info and provide policy details
- Utility information**
 - Get utility company info for all utilities that apply to property

- Funds Needed-** Please get checks for reserves and deposits
 - Reserve Amount
 - Security Deposit (If applicable)

- Owner and property info entered into AF**