



2505 Canada Blvd., Glendale, CA 91208

Phone (818) 249-1005

Fax (818) 249-6433

e-mail: info@NHPonline.com

RESIDENTIAL PROPERTY NEW ACCOUNT CHCKLIST

Property Address

Title held as follows: _____

Owner's Name: _____

Address: _____ Phone: _____

Original Statements & Vouchers sent to: _____

Additional statements to: _____

Property identification number: _____

Owner's Attorney: _____

Owner's Accountant: _____

Owner's Insurance Broker: _____

Construction Firm: _____

Architect: _____

Copies of Plans & Specifications to: _____

Mortgagee: _____

Amount & Due Date of Loan Payments: _____

Washer & Dryer Service Agency: _____

Percentage to Building: _____

Electric Account Numbers: _____

Gas Account Numbers: _____

Water Account Numbers: _____

Scavenger Service: _____

Exterminator Service: _____

Other Contractors: (Lawn, Pool, HVAC, Etc.) _____



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RESIDENTIAL PROPERTY NEW ACCOUNT CHCKLIST

- Secure all Employment Records
- Obtain copies of prior tax payments on employees
- Secure current Real Estate Tax Bills
- Power of Attorney for Taxes
- Review Accounts Payable Ledger

Secure current list of all rents, including:

- Building number
- Apartment Size
- Current Tenants Names
- Copies of all Leases
- Special Lease Clauses
- Security Deposits
- Vacancies