

New Property/New Tenant Information

Name of Preparer _____

Property Address _____ Approximate ARV _____

FOR NEW PROPERTIES

Name of Seller _____ Social Security No. _____

Seller's Phone Number _____ Seller's Birthdate _____

Date of Acquisition _____ All documents complete and signed? Yes or No

Name of Trustee _____ Beneficiary: _____

Name of Lender _____ Loan Number _____

Lender Phone No. _____ Approximate Loan Balance _____

Amount of Monthly Payment on Loan \$ _____ Need to Reinstate? Yes/No (Verify Amount)

Did we assume existing insurance? Yes or No Is Insurance Escrowed? Yes or No
Need new Insurance Yes or No Do we need to get refund? Yes or No

Does Mortgage Company Know of Transfer? Yes or No Assumable or Non-assumable?

Are Investor Notes and Deed of Trusts necessary? Yes or No Completed or released?

Name of Investor _____ Amount of Loan _____

Date of Loan _____ Normal Monthly Payment _____

First Payment Due _____ Amount of First Payment _____

FOR NEW TENANTS

Tenant Name _____ Term of Tenancy _____ to _____

Tenant Phone No.(s) Home _____ Work _____

Monthly Lease Payment \$ _____ Monthly Option Payment \$ _____ Total Monthly Payment \$ _____

Security Deposit/Option Down Payment \$ _____ Refundable or Non-refundable?

Prorated Amount if Any _____ Date Due _____

Repair Deductible Amount \$ _____ Late Fee Terms _____

Have Utilities been taken out of our name? Yes or No Date Service Terminated _____

Accepted by Accounting Department _____ Date Entered _____