



## Homeowner's Checklist

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*This helpful checklist is provided to guide you through completing your Owner's Package. This will save us all a great deal of time and allow us to process your property information quickly and efficiently.*

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- Sign & complete the owner contract (PMA Agreement)
- Property Profile Worksheet
- Review Commonly Asked Questions
- Sign and Date Owner Insurance Guarantee
- Complete W9 Tax Form
- ACH Form For Direct Deposits (if applicable)
- Check for Trust Account: \$200
- Keys (4 sets)** (\$4.00 per key charge if less than 4 keys provided)  
Garage Remotes - (Minimum- 2)  
Gate Clickers/Passes - (Minimum- 2)  
Mail Box Keys - (Minimum-2) Post office charges \$50.00 to rekey

*All checks made payable to "WhiteStar Management"*



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