

NEW OWNER QUESTIONNAIRE

Tenant & Property Setup Requirements:

1. Lease Files – electronic or hard copy files (please advise)
2. Tenant Insurance Certificates
3. Rent Roll Report
4. Aged Prepaid/Delinquency Report
5. Last 3 months financial statements
6. Last 2 years CAM Reconciliation Reports (if possible)
7. Certificate of Occupancy (if available)
8. Current Vendors
9. Current Contracts
10. Open Invoices

Site Specific Requirements:

1. Site Plans
2. Fire/Life/Safety Inspection Reports
3. Backflow Inspection Reports (if applicable)
4. Fire Hydrant Inspection Reports (if applicable)
5. Capital Expenditures (Completed/In Progress/Intended)
6. Common Area Utilities (electric, water, trash)

Ownership/Entity Requirements:

1. W9 ownership entity
2. Closing Documents (Specifically Warranty Deed)
3. REA (Reciprocal Easement Agreements) if applicable.

Banking Information:

- A. Unless otherwise noted and prior arrangements made, Fickling Management Services banking will be used.

Property Taxes:

- B. Owner to pay and send copies to accounting, or Fickling Management pays from Owner's account?
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Property Insurance:

- A. Owner to pay and send copies to accounting, or Fickling Management pays from Owner's account?
- B. Please provide a copy of the Property Insurance coverage.

Financial Statements & Owner Distribution Checks:

- A. Do you want Financial Statements & Checks prepared on the **15th**, **30th**, or **MidMonth**?
- B. Do you want your Financial Statements emailed or hardcopy only?
- C. If emailed, will there be any 3rd party or partners that will need Financials documents sent to? Please provide email.

11. Owner Distribution Checks:

- a. Is there more than (1) owner? Percent of Ownership?
- b. Contact names of all owning partners, if applicable.
- c. Will each owning entity receive a percentage of the owner distribution funds or will one payment be made?
- d. What name shall the check(s) be made payable to?
- e. Where or what address will the checks be mailed to?
- f. How much in reserves for contingency expense would you like to maintain in the operating account?

**Accounting can possibly make deposit for owner distributions contingent upon the banking institution. Once verified, Accounting will need pre-printed deposit slips from the owner(s). Funds can be wired at an additional cost to the owner.*

PROPERTY MANAGEMENT

New Owner Set Up Form

Use Existing Acct Create New Acct PM Acct #: _____ Management Start Date: _____

Property Sq Ft _____ #Suites _____

Property Name: _____

Property Address: _____

Owner #1 / Name: _____

Make Check Payable to: _____

Mailing Address: _____

Contact Name: _____ Telephone Number: _____

Tax ID #: _____ Percentage Ownership: _____

Email Address: _____

Owner #2 / Name: _____

Make Check Payable to:(If different from Owner #1) _____

Mailing Address: _____

Contact Name: _____ Telephone Number: _____

Tax ID #: _____ Percentage Ownership: _____

Commission / Management Fee: % _____ Base or Gross **OR** Flat fee \$ _____

Agent Commission: \$ _____ Flat Fee of Mgmt fee **OR** % _____ Agent Name _____

Cut Check & Statement: 15th or 30th or MidMo for Prior Mo | CAM, Taxes, Ins Recons Required

Deposit Check: YES (Get Dep Slips) NO, send in mail Hold funds unless requested by owner

Paper Statement: YES send to above address NO

Electronic Statement: YES send to email address: _____ NO

Duplicate Statements Sent To: _____

Bills to Pay from Account: _____

Property Taxes: Owner to pay and send copies to Accounting Fickling to pay from Owner's Acct

Insurance: Owner to pay and send copies to Accounting Fickling to pay from Owner's Acct

Tenant to be billed for: Taxes: YES NO Insurance: YES NO

Taxes and Insurance: 100% Owner Responsibility YES NO

Other Notes / Comments: _____

COI Received: YES NO

W-9 Received: YES NO