



Sundial Real Estate
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New Property & Owner Checklist

Property Address: _____

Owner Name: _____

Previous Mgt Co. & Contact #: _____

Documents for Sundial Real Estate

- Management Agreement
- Addendum to Property Management Contract (RE: Sales, Short Sales, etc.)
- Owner Information Sheet
- Homeowner Association Information Sheet
- AZ Residential Rental Form
- Direct Deposit Form
- LLC Documents
- Copy of Driver's License or Passport (required for Privilege Tax License)
- Your properties city Transaction Privilege Tax License Application (signed by owner) Sundial Real Estate will fill out application for you.
- Settlement Statement (If you just closed on this property)
- Home Warranty Company Information
- HOA/CC&R Documents
- Insurance Declaration Page

Other Documents/Items

- Lease Agreements (on existing residents)
- Keys (front door, mailbox, storage, laundry, pool, etc.)
- Residents Statement (Payments, Charges and Balance)
- Pool Permit
- Laundry (who owns machines and contact info) only if you own facility.