



# LIVING ROOM

PROPERTY MANAGEMENT

## Owner Information Form (OIF)

Rental Property Address: \_\_\_\_\_ % of property owned: \_\_\_\_\_

- \* Individual(s) on title who share 100% of the ownership (ie spouse) share this form.
- \* Those with separate interest in the same property must complete separate OIFs.
- \* The account can be listed as an LLC or Trust if the title and insurance policies are also set up in the LLC/Trust and EIN is provided.

	Owner 1	Owner 2	LLC/Trust
Name			
Email			
Phone Number			
Tax ID/ Soc Sec			
US Mailing Address (not the rental property)			

### Checking Account Information for Rent Deposits:

Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

**Owner Distributions:**    \_\_\_ Monthly (Processed around the 15th each month)    \_\_\_ Upon owner request (funds are held)

**Communication Preferences.** ie. preferred contact method, if located out of the country, any limited access to internet or phones, power of attorney and others authorized to make decisions or receive informaion on behalf of the ower.

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Emergency Contact: \_\_\_\_\_  
Name/Relationship/Email/Phone