



**Addendum to Management Agreement for** \_\_\_\_\_

**OWNER INFORMATION**

Forwarding Address: \_\_\_\_\_

Phone No.: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (c) \_\_\_\_\_

Location & Time Difference: \_\_\_\_\_

E-mail Address: (primary) \_\_\_\_\_ (back-up) \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Relationship \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (h) \_\_\_\_\_ (w) \_\_\_\_\_

Property Insurance Company: \_\_\_\_\_ Agent Phone: \_\_\_\_\_

*\*Please notify your Insurance Provider that your home is no longer a "Primary Residence" if this is a new rental home. A new insurance coverage may be necessary.*

**PROPERTY INFORMATION**

- Type:  Detached Home  Townhouse  Condo
- Mailbox #: \_\_\_\_\_ Parking Space(s) \_\_\_\_\_ Permits Required?  Yes  No Assigned Space # \_\_\_\_\_
- HVAC:  Gas  Elec  Oil  Forced Air  Heat Pump  Radiant/Convactor --- Last Serviced? \_\_\_\_\_
- AC:  Heat Pump  Electric  Window Unit(s) (Qty \_\_\_\_\_) --- Last Serviced? \_\_\_\_\_
- Hot Water Heater:  Elec  Gas
- Are you leaving behind the washer and dryer for the tenants use?  Yes  No
- What utilities are included? \_\_\_\_\_
- Trash pick-up days? \_\_\_\_\_ Recycle days? \_\_\_\_\_
- Has the home ever had termites?  Yes  No - Date of last inspection and/or treatment for termites? \_\_\_\_\_
- Fireplace(s) Last inspected and cleaned? \_\_\_\_\_  Wood-burning  Gas-burning  Wood Stove
- Utility Companies: Gas \_\_\_\_\_ Water/Sewer \_\_\_\_\_ Power \_\_\_\_\_

**DISCLOSURES**

- Landlord will \_\_\_\_ or will not \_\_\_\_ permit pets. Case by case \_\_\_\_ . Restrictions \_\_\_\_\_
- Landlord is \_\_\_\_ or is not \_\_\_\_ a licensed real estate agent.
- Property is \_\_\_\_ or is not \_\_\_\_ subject to an existing lease.
- Property is available for occupancy on \_\_\_\_\_.
- Has there been any history of water leakage/flooding in the Premises? If yes, where & what was done to cure the problem?  
\_\_\_\_\_  
\_\_\_\_\_
- Landlord agrees that all existing window coverings, garden tools, furniture, stored items, and other chattels left by Landlord convey in as-is condition and are left at landlord's risk. Landlord agrees to hold Agent harmless for loss/damage to any of these items. Landlord shall remove all grills, fuel-powered equipment, ladders, swing sets, and playground equipment from the Premises prior to leasing.
- Landlord agrees to contact utility companies to notify them of new management status. Landlord should instruct said utility companies to have all correspondence sent to **ARMI - Austin Realty Management**.

**EXISTING SERVICE CONTRACTS/WARRANTIES (PLEASE PROVIDE COPIES)**

HVAC \_\_\_\_\_ Telephone \_\_\_\_\_ Expires \_\_\_\_\_ Renew?  Yes  No  
Lawn \_\_\_\_\_ Telephone \_\_\_\_\_ Expires \_\_\_\_\_ Renew?  Yes  No  
Pest Control \_\_\_\_\_ Telephone \_\_\_\_\_ Expires \_\_\_\_\_ Renew?  Yes  No

**DISBURSEMENT OF FUNDS**

Funds will be deposited into Owner's bank via electronic transfer (ACH)

Bank Name/Address \_\_\_\_\_ Account #: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_ (\*Attach a voided check).

**HOA/CONDO INFO:**

Name of Management Company. \_\_\_\_\_ Contact #: \_\_\_\_\_

Start: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  ARMI to pay?

Is Trash Service included with your HOA dues?  Yes  No

Is Lawn Care, specifically for your residence, included with your HOA dues?  Yes  No

What other Amenities are included with your HOA:

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Additional Instructions for *ARMI*:

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