



**KELLER WILLIAMS.**

R E A L T Y

**DELAWARE PREMIER PROPERTY MANAGEMENT**

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## OWNER / PROPERTY INFORMATION

### 1. OWNER

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### 2. RENTAL ADDRESSES

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mortgage Information \_\_\_\_\_

Insurance Information \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mortgage Information \_\_\_\_\_

Insurance Information \_\_\_\_\_

### 3. MAILING ADDRESS FOR DISBURSEMENTS

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### 4. DEPOSIT ACCOUNT FOR DISBURSEMENTS

Institute Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Checking: \_\_\_\_\_ Savings: \_\_\_\_\_ Other: \_\_\_\_\_ Acct #: \_\_\_\_\_

### 5. CONTACTS

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Alt. #: \_\_\_\_\_

Mobile #: \_\_\_\_\_ Pager #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Emergency #: \_\_\_\_\_ E-mail: \_\_\_\_\_

S.S. #: \_\_\_\_\_ Date Of Birth: \_\_\_\_\_

**6. SERVICE CONTRACTS OR WARRANTIES**

Company: \_\_\_\_\_ Type: \_\_\_\_\_ Acct. #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Memo: \_\_\_\_\_  
Company: \_\_\_\_\_ Type: \_\_\_\_\_ Acct. #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Memo: \_\_\_\_\_  
Company: \_\_\_\_\_ Type: \_\_\_\_\_ Acct. #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Memo: \_\_\_\_\_  
Company: \_\_\_\_\_ Type: \_\_\_\_\_ Acct. #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Memo: \_\_\_\_\_

**7. MAINTENANCE**

Company: \_\_\_\_\_ Type: \_\_\_\_\_ Phone #: \_\_\_\_\_ Memo: \_\_\_\_\_  
Company: \_\_\_\_\_ Type: \_\_\_\_\_ Phone #: \_\_\_\_\_ Memo: \_\_\_\_\_  
Company: \_\_\_\_\_ Type: \_\_\_\_\_ Phone #: \_\_\_\_\_ Memo: \_\_\_\_\_  
Company: \_\_\_\_\_ Type: \_\_\_\_\_ Phone #: \_\_\_\_\_ Memo: \_\_\_\_\_

**8. OTHER INSTRUCTIONS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. PROOF OF HOMEOWNERS INSURANCE**

Please attach proof of homeowner's insurance with Delaware Premier Property Management as "additionally insured" or "additionally notified" so we can assist with possible future claims.