



Property Management Questionnaire (New Owner/Community)

Date: _____

Property Address: _____

Owner: _____

Dear Property Owner,

We are excited to begin the onboarding process to bring your properties under our management! In order to accurately determine your pricing structure, please complete the following form and return to Director@ResideWichita.com.

**A 15-unit minimum onboarding requirement applies to all new owners (without an existing managed portfolio), unless otherwise approved.*

Basic Property/Community Information

Community type (single family, duplex, tri/quads, apartment, etc.): _____

Age of Property or approximate: _____

Rate exterior condition (5 for brand new, 1 for deferred maintenance): _____

Rate interior condition (5 for brand new, 1 for deferred maintenance); _____

Major crossroads or approximate area of town: _____

Total Number of Units (doors): _____

Number or % of Units Current Vacant: _____

Community Managed by HOA (Y or N): _____

Section 8 or LIHTC (Y or N): _____

Any other information material for appropriately quoting management services:

Included Management Service Categories

- ☒ Professional Advertising
- ☒ Tenant Screening & Placement
- ☒ Lease Administration
- ☒ Rent Collection
- ☒ Property Maintenance
- ☒ 24/7 Emergency Response
- ☒ Delinquency, Eviction & Collection Processing
- ☒ New Construction Warranty Claims Processing
- ☒ Resident & Owner Portals
- ☒ Market Rate & Revenue Performance Reviews
- ☒ Monthly & Annual Financial Reporting

Additional Specialty Service Categories

- ☐ Lawn Maintenance (includes lawn care coordination by manager, Irrigation winterization and start-up coordination, and snow removal as applicable)
- ☐ Fire alarm, extinguisher, and fire sprinkler inspections
- ☐ Mailbox key management
- ☐ Utilities paid by owner/manager and/or billed-back to residents
- ☐ On-site dumpster management
- ☐ Common area/Amenity maintenance or cleaning

Total of Additional Services required by Manager: _____

By signing below, the undersigned property owner or managing member certifies that all information provided in this document is complete and accurate. The undersigned understands and agrees that any omission of material information determined to affect the effective management of the property at the initially quoted rate may result in an increase in management fees after onboarding, subject to a 30-day written notice provided by Reside Property Management.

Property Owner/Managing Member Signature

Date