



WWW.3GHOMESSITE.COM

Committed to wealth building for future generations.

Property Management Checklist

Property Address: _____

Owner(s): _____

Contact Information: _____

Emergency Contact: _____

Liability Insurance Provider: _____

3G Properties must be added to Liability Coverage with Certificate of Liability sent to 3GPropertiesTX@gmail.com on or before execution of Residential Leasing and Property Management Agreement.

Lease Options:

- Current Lease in Place-provide copy of lease
- 3G Properties Lease

Security to be transferred: \$ _____

- Pet Fee to be transferred: \$ _____
- Pet Deposit to be transferred: \$ _____

AC Filter Options:

- Monthly
- Quarterly
- Bi Annually

Existing Maintenance:

Yard Care: _____

Contact: _____

Home Warranty

- Yes
- No

Company _____

- Copy of Contract

Contact Representative _____

House Cleaning: _____

Contact: _____

Pool Care: _____

Contact: _____

X _____

Owner

X _____

Owner