



## New Owner Checklist

- Proof of ownership for all properties being managed (Hud-1, Deed)
- Picture I.D. with current address
- Copies of Property(s) Lead Certificates
- Copies of Registration with the Housing Authority
- Copies of Fire and Hazard Insurance
- If property(s) are owned by a LLC or company copies of Articles of Incorporation
- Keys for all units
- Tenant Information Sheet
- Lease Agreement
- Rent Roll

