

OWNER CHECK LIST

PAPERWORK REQUIRED BEFORE YOUR HOME CAN BE LISTED:

- 1) Sign the Agency Disclosure called Duties Owed
- 2) Sign the Management Agreement, required by all Owners
- 3) Complete and sign a Opt-In and W-9 form for the Annual 1099-Misc sent annually
- 4) Complete and sign a ACH Authorization Form so that we may make electronic deposits into your account. Attach a voided check with the form
- 5) Complete and Sign the Insurance Authorization
- 6) Send Welcome Home a copy of your Insurance Policy with Welcome Home added as Additional Insured. Liability policy must be a minimum of \$500,000
- 7) Complete the Owner Questionnaire

CRITICAL TASK TO COMPLETE

- 1) Do a Change of Address with USPS (Even if you just bought the home)
- 2) Set up Utilities in your name and have bills go to your mailing address (See contact info below)
- 3) Set up a Standing Order with NV Energy and the Water Company
- 4) Change your address with your HOA (If applicable)
- 5) Provide Welcome Home with a copy of the CC&R's and Community Rules (If applicable)
- 6) If your property is in a gated community, add Welcome Home as a authorized Entity for access
- 7) Change your address with County Assessor for Property Taxes
- 8) If you have a home warranty, provide a copy of the home warranty to Welcome Home

UTILITY COMPANIES:

Electricity & Gas: NV Energy, 775.834.4444,

<https://www.nvenergy.com/home/requestservice/service.cfm>

Water: Truckee Meadows Water Authority 775.834.8080, <https://tmwa.com/article/are-you-moving/>

County Water: Washoe County Treasurer, 775.954.4601

Trash: Waste Management, (775) 329-8822, <http://www.wm.com>

Reno Sewer: City of Reno, 775-334-2095

Sparks Sewer: City of Sparks, 775-353-5555

HOMEOWNERS INSURANCE REFERRAL:

Metlife Auto and Home 775-852-7722

Agent: Art Ona aona@metlife.com www.artona.metlife.com

Liberty Mutual (775) 323-8600 x58272

Agent: Paul Roberti paul.roberti@libertymutual.com