



NOBLE
REAL ESTATE SERVICES
 PROPERTY MANAGEMENT & SALES

OWNER INFORMATION FORM

Please provide the following information to assist us in managing your property. Fill out this form along with the management contract. All information will be kept strictly confidential and will not be disclosed to anyone without your express written consent.

Rental Property Information:

Property Address: _____ Unit# _____
 _____ Mailbox Number # _____ Parking Space# _____

Owner Personal Information:

Name: _____
 Address: _____
 Phone: _____ Fax: _____ Email: _____

Insurance Information:

Carrier: _____ Policy# _____
 Agents Name: _____ Agents Phone: _____

Home Owners Association Information:

Association Name: _____ Phone: _____
 Name of Contact: _____

Current Tenant Information:

Tenants Name: _____ Phone: _____ Email _____
 Tenants Name: _____ Phone: _____ Email _____
 Type of Lease: _____ Monthly Rent: _____

NOTES.- _____

OWNER DIRECT DEPOSIT - We will need you to sign up for Direct Deposit.

- 1.- In the PROSPECTIVE OWNERS menu, click 'OWNER FORMS'.
- 2.- Choose the 'OWNER DIRECT DEPOSIT AUTHORIZATION FORM'.
- 3.- Fill out form and attach a voided check.
- 4.- Submit via email to Service@nobleproperties.info.
- 5.- In a separate email please send SS# to assure accuracy and accounting.

We will also need the following as applicable: two sets of keys to the property, garage door remotes, parking stickers and pool keys.

Owner's initials _____

Agent's initials _____