



**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 CURRENT 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 \_\_\_\_\_