

**JOYNER FINE PROPERTIES
PROPERTY MANAGEMENT LANDLORD INFORMATION**

Name: _____

Mailing Address: _____

Phone Numbers: _____ Home _____ Work _____
_____ Cell _____ Other _____

Email Address: _____

Social Security Number: _____

Name you want checks written to: _____
(must be the person that the 1099 goes to)

Property Managed: (Complete Address)

1. _____

2. _____

3. _____

Emergency Contact: _____ Phone _____

Special Instructions _____

FOR OFFICE USE

Date Property Management Signed: _____ Expires _____

Payment Due to Owner _____ Management Fee _____ % (of rent)

Authorized Repairs \$ _____ Set up fee \$ _____ Paid or Due Date _____

Tenant Procuring Fee \$ _____ Lease Renewal Fee _____ Non-Management Fee _____

Date to Acct. Dept: _____ Accounting Set Up Date _____