

New Owner Information

This document is to be completed by all new property owners **along with a completed W9 form**, for tax purposes. This information will accompany every associated property within our software to improve our service to you and your tenants. Note that this should be completed for the entity named in the public record as the owner. Each variation of the owned entity (ABC123 LLC vs. ABC123 & DEF456) should complete this document listing all properties associated with that specific entity.

OWNER INFO

Name of Owner: _____
Mailing Address: _____

Email Address: _____
Home/Work Phone: _____
Mobile Phone: _____
Taxpayer ID (SSN/EIN): _____

PRIMARY CONTACT (If not same as above)

Name: _____
Mailing Address: _____

Email Address: _____
Home/Work Phone: _____
Mobile Phone: _____
Driver's License #: _____

Who should receive notices, financial reports, approval requests? Owner/PrimaryContact (Circle One)

EMERGENCY CONTACT

Please provide one person who can make decisions pertaining to the property(ies) if the primary contact is not able to be contacted directly.

Name: _____
Email Address: _____

Home/Work Phone: _____
Mobile Phone: _____

BANK DEPOSITS

For direct depots of monthly funds (ACH). **PLEASE ATTACH VOIDED CHECK** or, if not available, a signed letter from bank on bank's letterhead stating your account information and verifying signing authority on the account.

Bank Name: _____
Routing #: _____
Account #: _____

Circle One: Checking/Savings

PROPERTIES

Please list **FULL addresses** of all properties under the above owner name which are to be managed by NJRR. If more room is needed, please continue on back side of form.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____
