



Barrett Property Management, Inc.

Serving Nevada & Placer Counties

Owner Set-Up Sheet

To Be Completed By Property Owner

Property Street Address: _____

_____, California, _____

City:

Zip:

Owner(s) Name(s): _____ _____ _____	Address: (where would you like to receive mail) _____ _____ _____
*Indicate the person the phone number belongs to.	
Home Phone: _____	Fax: _____
Cell #1: _____	Cell #2: _____
Business #1: _____	Business #2: _____
Email #1: _____	Email #2: _____
Emergency Contact Person:	
Name: _____	Cell Phone: _____
Home Phone: _____	Email: _____

How Often do you check your email? Hourly / Daily / Weekly / Monthly / Never

PLEASE NOTE: All distributions paid to owners will be via EFT (Electronic Funds Transfer) into the bank account of your choice. If Barrett Property Management, Inc. is holding the tenant's security deposit, deposits will be on or before the 10th of each month (unless the 10th falls on a weekend or holiday, then the deposit will be on the next business day). If Barrett Property Management, Inc. is not holding the tenant's security deposit, deposits will be on or before the 15th of each month in order to ensure the tenant's check clears.

Complete ONE of the following:

Attach a voided check to this sheet. This bank account is a: checking savings account.

OR

Complete the following: Routing Number: _____ Account Number: _____

This bank account is a: checking savings account.

The above information is correct as of today's date. I/We acknowledge that all owner distributions will be paid on or about the 10th of each month via EFT.

Owner Signature & Date

Owner Signature & Date

Owner Signature & Date

POB 85, Nevada City, CA 95959 Office 530.362.7072

WWW.BARRETTTPM.COM