

New Owner Information Form

Thank you for choosing Gladstone Asset Management! To ensure we can provide the best possible service for your property, please complete the form below with as much detail as possible. This information will help us tailor our management approach to your specific needs and preferences.

| • | references. | . approach to your sp |
|--------|---|-----------------------|
| 1. Ow | ner Information | |
| • | Full Name: Email Address: Phone Number: Mailing Address: | <u></u> |
| 2. Pro | perty Information | |
| • | Property Address: | |
| | Property Type: Single-Family Home Multi-Family Home Apartment Condo Commercial Property Other: Number of Units (if applicable): Square Footage: Year Built: Current Occupancy Status: Occupied Vacant Partially Occupied | - |
| 3. Ten | ant Information (if applicable) | |
| • | Current Tenant Names: | |
| | Lease Start Date: | |
| • | | |
| • | Monthly Rent Amount: | |
| • | Security Deposit Held: Yes / No | |
| • | Amount of Security Deposit: | |

4. Management Preferences

5.

6.

| Email Phone Text How Involved Would You Like to Be in Day-to-Day Management? Very involved (frequent updates, approval on all decisions) Moderately involved (regular updates, approval on major decisions) Minimal involvement (only notified of significant issues) Preferred Rent Collection Method: Direct Deposit Mailed Check Other: Maintenance and Repairs Do You Have Preferred Contractors? Yes / No If yes, please provide their contact information: Name: Phone Number: Email: Maintenance Approval Limit: (Amount that can be spent on repairs without owner approval) \$100 \$250 \$500 \$1000 Other: Insurance and Legal Information Do You Have Property Insurance? Yes / No If yes, please provide the insurance company's name and policy number: Insurance Company: Policy Number: Policy Number: Phone Number: Phone Number: Phone Number: | • | Preferred Communication Method: |
|--|------|--|
| Text How Involved Would You Like to Be in Day-to-Day Management? Very involved (frequent updates, approval on all decisions) Moderately involved (regular updates, approval on major decisions) Minimal involvement (only notified of significant issues) Preferred Rent Collection Method: Direct Deposit Mailed Check Other: Maintenance and Repairs Do You Have Preferred Contractors? Yes / No If yes, please provide their contact information: Name: Phone Number: Email: Maintenance Approval Limit: (Amount that can be spent on repairs without owner approval) \$100 \$250 \$500 \$1000 Other: Insurance and Legal Information Do You Have Property Insurance? Yes / No If yes, please provide the insurance company's name and policy number: Insurance Company: Policy Number: Policy Number: Do You Have a Legal Representative? Yes / No If yes, please provide their contact information: Name: Phone Number: | | o Email |
| How Involved Would You Like to Be in Day-to-Day Management? Very involved (frequent updates, approval on all decisions) Moderately involved (regular updates, approval on major decisions) Minimal involvement (only notified of significant issues) Preferred Rent Collection Method: Direct Deposit Mailed Check Other: Maintenance and Repairs Do You Have Preferred Contractors? Yes / No If yes, please provide their contact information: Name: Phone Number: Email: Maintenance Approval Limit: (Amount that can be spent on repairs without owner approval) \$100 \$250 \$500 \$1000 Other: Insurance and Legal Information Do You Have Property Insurance? Yes / No If yes, please provide the insurance company's name and policy number: Insurance Company: Policy Number: Policy Number: Do You Have a Legal Representative? Yes / No If yes, please provide their contact information: Name: Phone Number: | | o Phone |
| Very involved (frequent updates, approval on all decisions) Moderately involved (regular updates, approval on major decisions) Minimal involvement (only notified of significant issues) Preferred Rent Collection Method: Direct Deposit Mailed Check Other: Maintenance and Repairs Do You Have Preferred Contractors? Yes / No If yes, please provide their contact information: Name: Phone Number: Email: Maintenance Approval Limit: (Amount that can be spent on repairs without owner approval) \$100 \$250 \$500 \$1000 Other: Insurance and Legal Information Do You Have Property Insurance? Yes / No If yes, please provide the insurance company's name and policy number: Insurance Company: Policy Number: Policy Number: Po You Have a Legal Representative? Yes / No If yes, please provide their contact information: Name: Phone Number: Phone Number: | | ○ Text |
| Moderately involved (regular updates, approval on major decisions) Minimal involvement (only notified of significant issues) Preferred Rent Collection Method: Direct Deposit Mailed Check Other: | • | How Involved Would You Like to Be in Day-to-Day Management? |
| Minimal involvement (only notified of significant issues) Preferred Rent Collection Method: Direct Deposit Mailed Check Other: Maintenance and Repairs Do You Have Preferred Contractors? Yes / No If yes, please provide their contact information: Name: Phone Number: Email: Maintenance Approval Limit: (Amount that can be spent on repairs without owner approval) \$100 \$250 \$500 \$1000 Other: Insurance and Legal Information Do You Have Property Insurance? Yes / No If yes, please provide the insurance company's name and policy number: Insurance Company: Policy Number: Do You Have a Legal Representative? Yes / No If yes, please provide their contact information: Name: Phone Number: | | Very involved (frequent updates, approval on all decisions) |
| Preferred Rent Collection Method: Direct Deposit Mailed Check Other: Maintenance and Repairs Do You Have Preferred Contractors? Yes / No If yes, please provide their contact information: Name: Phone Number: Email: Maintenance Approval Limit: (Amount that can be spent on repairs without owner approval) \$100 \$250 \$500 \$1000 Other: Insurance and Legal Information Do You Have Property Insurance? Yes / No If yes, please provide the insurance company's name and policy number: Insurance Company: Policy Number: Do You Have a Legal Representative? Yes / No If yes, please provide their contact information: Name: Phone Number: | | Moderately involved (regular updates, approval on major decisions) |
| o Direct Deposit o Mailed Check o Other: Maintenance and Repairs ■ Do You Have Preferred Contractors? Yes / No o If yes, please provide their contact information: o Name: o Phone Number: o Email: ■ Maintenance Approval Limit: (Amount that can be spent on repairs without owner approval) o \$100 o \$250 o \$500 o \$1000 o Other: Insurance and Legal Information ■ Do You Have Property Insurance? Yes / No o If yes, please provide the insurance company's name and policy number: o Insurance Company: o Policy Number: ■ Do You Have a Legal Representative? Yes / No o If yes, please provide their contact information: o Name: o Phone Number: | | Minimal involvement (only notified of significant issues) |
| Mailed Check | • | Preferred Rent Collection Method: |
| Other: | | Direct Deposit |
| Do You Have Preferred Contractors? Yes / No | | Mailed Check |
| Do You Have Preferred Contractors? Yes / No | | o Other: |
| Do You Have Preferred Contractors? Yes / No If yes, please provide their contact information: Name: Phone Number: Email: Maintenance Approval Limit: (Amount that can be spent on repairs without owner approval) \$100 \$250 \$500 \$1000 Other: Insurance and Legal Information Do You Have Property Insurance? Yes / No If yes, please provide the insurance company's name and policy number: Insurance Company: Policy Number: Do You Have a Legal Representative? Yes / No If yes, please provide their contact information: Name: Phone Number: | | |
| o If yes, please provide their contact information: ONAMME: OPhone Number: Email: ■ Maintenance Approval Limit: (Amount that can be spent on repairs without owner approval) S100 S250 S500 S1000 Other: Insurance and Legal Information Do You Have Property Insurance? Yes / No If yes, please provide the insurance company's name and policy number: Insurance Company: Policy Number: Do You Have a Legal Representative? Yes / No If yes, please provide their contact information: Name: Phone Number: | Mai | ntenance and Repairs |
| Name: | • | Do You Have Preferred Contractors? Yes / No |
| Phone Number: | | If yes, please provide their contact information: |
| Phone Number: | | o Name: |
| Maintenance Approval Limit: (Amount that can be spent on repairs without owner approval) \$100 \$250 \$500 \$1000 Other: Insurance and Legal Information Do You Have Property Insurance? Yes / No If yes, please provide the insurance company's name and policy number: Insurance Company: Policy Number: Do You Have a Legal Representative? Yes / No If yes, please provide their contact information: Name: Phone Number: | | o Phone Number: |
| Maintenance Approval Limit: (Amount that can be spent on repairs without owner approval) \$100 \$\$250 \$\$500 \$\$1000 Other: Insurance and Legal Information Do You Have Property Insurance? Yes / No If yes, please provide the insurance company's name and policy number: Insurance Company: Policy Number: Policy Number: Do You Have a Legal Representative? Yes / No If yes, please provide their contact information: Name: Phone Number: Phone Number: | | o Email: |
| \$100 \$250 \$500 \$1000 Other: | • | Maintenance Approval Limit: (Amount that can be spent on repairs without owner |
| \$250 \$500 \$1000 Other: | | approval) |
| \$500 \$1000 Other: | | o \$100 |
| \$1000 Other: | | o \$250 |
| Other: | | o \$500 |
| Do You Have Property Insurance? Yes / No | | o \$1000 |
| Do You Have Property Insurance? Yes / No | | o Other: |
| Do You Have Property Insurance? Yes / No If yes, please provide the insurance company's name and policy number: Insurance Company: Policy Number: Do You Have a Legal Representative? Yes / No If yes, please provide their contact information: Name: Phone Number: | 1 | |
| If yes, please provide the insurance company's name and policy number: Insurance Company: Policy Number: Do You Have a Legal Representative? Yes / No If yes, please provide their contact information: Name: Phone Number: | ınsı | urance and Legal Information |
| Insurance Company: | • | Do You Have Property Insurance? Yes / No |
| Policy Number: | | If yes, please provide the insurance company's name and policy number: |
| Do You Have a Legal Representative? Yes / No If yes, please provide their contact information: Name: Phone Number: | | Insurance Company: |
| If yes, please provide their contact information: Name: Phone Number: | | o Policy Number: |
| Name: Phone Number: | • | Do You Have a Legal Representative? Yes / No |
| o Phone Number: | | If yes, please provide their contact information: |
| o Phone Number: | | o Name: |
| | | o Phone Number: |
| | | ditional Information |

7. Additional Information

| | Did You Hear About Gladstone Asset Management? |
|---------------------------------|---|
| 0 | Referral |
| 0 | Online Search |
| 0 | Social Media |
| 0 | Other: |
| ignature rtifv that t | ne information provided above is accurate and complete to the best of my |
| • | |
| wledge. I ferences s | authorize Gladstone Asset Management to manage my property according to the specified. ture: |