



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.

1. Owner Information

- **Full Name:** _____
- **Email Address:** _____
- **Phone Number:** _____
- **Mailing Address:** _____

2. Property 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. Tenant Information (if applicable)

- **Current Tenant Names:** _____
- **Lease Start Date:** _____
- **Lease End Date:** _____
- **Monthly Rent Amount:** _____
- **Security Deposit Held:** Yes / No
- **Amount of Security Deposit:** _____

4. Management Preferences

- **Preferred Communication Method:**
 - 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: _____

5. 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: _____

6. 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: _____

7. Additional Information

- **Are There Any Special Instructions or Considerations We Should Be Aware Of?**

- **How Did You Hear About Gladstone Asset Management?**

- Referral
- Online Search
- Social Media
- Other: _____

8. Signature

I certify that the information provided above is accurate and complete to the best of my knowledge. I authorize Gladstone Asset Management to manage my property according to the preferences specified.

- **Signature:** _____
- **Date:** _____