



THE OTP INVESTOR ONBOARDING PACKET

2021

(843) 804-9991

www.oaktrustproperties.com



NewOwnerChecklist

A GUIDE TO ENSURE SUCCESS

EXTERIOR TO DO'S:

__ Windows And Doors: All windows and doors must be fully operational and locking.

__ Landscaping: Yard must be freshly mowed and edged. Bushes and trees trimmed. Flower beds freshened with pine straw or mulch.

__ Exterior Pressure Wash/Paint: The outside paint, including trim paint, should be painted/pressure washed if needed, including concrete.

MISCELLANEOUS TO DO'S:

__ HOA: Please update your mailing address for your HOA and add Oak Trust Properties for violation notices.

Info@oaktrustproperties.com is the best email for violation notices.

__ Forwarding address: Please update your mailing address and submit a forwarding address with the USPS.

__ Keys: Please provide a copy of all keys related to the property (including mailbox keys, entry key cards, pool keys, remotes, etc.) The property's door locks will be rekeyed and door/garage codes will be changed for each new tenant. We will not release new keys to you for your protection & for liability purposes.

__ Utilities: Must remain ON in the owner's name until the first new tenant moves in.

INTERIOR TO DO'S:

__ Smoke Detectors: Smoke detectors must be installed in all bedrooms, hallways, living rooms, and bonus rooms/FROGs, be in working condition, and less than 10 years old.

__ Light Bulbs/Ceiling Fans: All must be in working condition.

__ Carpet: All carpets must be professionally cleaned (cleaning receipt required) or replaced when necessary.

__ Cleaning: The home needs to be professionally cleaned (cleaning receipt required).

__ Interior Paint: Based on OTP recommendation, the walls may require new paint from corner to corner. Touch-up paint is not recommended.

__ Removal Of Personal Items: Homeowners must remove all personal items from the property, garage, and any sheds, including but not limited to lawn equipment, paint cans, etc. OTP will not be responsible for any personal items left at the property. There will be a fee to remove any items left behind when OTP goes to take marketing photos.

__ Pest Extermination: Home must be free of pests before tenant move-in by law.

RentalPropertyProfile

HOMEOWNER INFORMATION

Please fill out all the information that is applicable.

Name _____

Cell Phone _____

Other Phone _____

Homeowner Email _____

Mailing Address _____ City _____ State ____ Zip _____

Property Address _____ City _____ State ____ Zip _____

ADDITIONAL HOMEOWNER INFORMATION

Additional Homeowner (Per Tax Records) _____

Cell Phone _____

Email _____

How Did You Hear About Us? _____

EMERGENCY CONTACT

Name _____

Phone _____

Address _____

City _____

State ____ Zip _____

PROPERTY INFORMATION

County _____ Community _____ Sq. Feet _____

Elementary School _____

Bedrooms ____ Bathrooms ____

Middle School _____

Parking Instructions _____

High School _____

Any Latent Defect /Flooding: Yes ____ No ____

HOA _____

If yes, explain _____

Homeowners Insurance _____

OTP Recommended Rental Amount (\$) _____

Pets Allowed? Cats: Yes ____ No ____

Owner Requested Rental Amount: (\$) _____

Dogs: Yes ____ No ____

Tentative Owner Move Out Date _____

Total Number Of Pets:

Lease Terms: 3 months ____ 6 months ____

9 months ____ 12 months ____

Any pet restrictions
will **void** the 30-day leasing guarantee.

UTILITY/SERVICES INFORMATION

Tenants are responsible for all utilities unless otherwise notated.

	Utility/Service Company	Phone Number	Included in property taxes or HOA dues
Gas	_____	_____	<input type="checkbox"/>
Electric	_____	_____	<input type="checkbox"/>
Water	_____	_____	<input type="checkbox"/>
Sewer	_____	_____	<input type="checkbox"/>
Trash Pickup	_____	_____	<input type="checkbox"/>
Yard Maintenance	_____	_____	<input type="checkbox"/>
Pest Control	_____	_____	<input type="checkbox"/>

PROPERTY ASSESSMENT INFORMATION

	Brand	Present	Black/White	Stainless Steel	Gas/Electric
Stove	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dishwasher	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposal	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Washer	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dryer	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Refrigerator	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Microwave	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Present	Automatic Open	Manual Open	Remotes	Keypad Code
Garage opener	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Here is some valuable information based on our industry experience on home warranties.

LONG TERM COSTS

- Decreased retention
- Increased marketing dollars for new tenants
- Home warranty co-pays do not negate additional bills
- Lower quality vendors resulting in more repairs down the road

MAINTENANCE DELAYS CAN RESULT IN THE FOLLOWING:

- Violation of the South Carolina Landlord Tenant Act
- Compensation to tenants for inability to use (appliance, heat, etc)
- Legal recourse
- Your valuable time spent as a result of additional communication with your management team and/or warranty company

ALREADY HAVE A HOME WARRANTY? HERE'S OUR POLICY:

- In extreme circumstances such as extreme weather or no hot water, we reserve the right to contact our preferred vendors if the home warranty cannot dispatch one of their associated vendors within 24 hours.
- All other maintenance requests (i.e. malfunctioning appliance, etc.) should be addressed by the warranty company within 48 hours or we reserve the right to reassign to one of our preferred vendors.

ACCOUNT INFORMATION

Log in information must be provided for the online account with the home warranty company so your property manager can create and follow up on work orders submitted.

Account number: _____

Log in: _____

Password: _____



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OTPrecommendations

to get your property market ready!



Your property manager may find more items of recommendation once the home is vacant and they complete their initial inspection



AUTHORIZATION AGREEMENT

I hereby authorize Oak Trust Properties to initiate automatic deposits to my account at the financial institution named below. I also authorize Oak Trust Properties to make withdrawals from this account ONLY in the event that a credit entry is made in error.

Further, I agree not to hold Oak Trust Properties responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until Oak Trust Properties receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to my property.

I consent to receiving the annual 1099 electronically.

ACCOUNT INFORMATION

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____

Please ✓ the correct option.

Checking ____

Savings ____

SIGNATURE

Authorized Signature (Primary)

Date _____

Authorized Signature (Joint)

Date _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Exempt payee <input type="checkbox"/>	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



CONTACT US

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