



PROPERTY MANAGEMENT SERVICES CLIENT CHECKLIST

Higgins & Welch Real Estate, Inc. would like to thank you for expressing interest in our property management services. In order for us to assess your needs, we ask that you check all that apply below.

Client Name(s): _____

I would like Higgins & Welch to pay the following on my behalf:

- List Rental Property and Screen Tenants
- Act As First Line of Communication with Tenants
- Collect Rents & Pursue Late Rents
- Oversee All Repair & Maintenance
- Track & Communicate Tenant Issues & Maintenance Requests
- Other: _____

I would like Higgins & Welch to pay the following on my behalf:

- Apply for Rental License
- Apply for Business Privilege License
- Mortgage Payment
- Insurance Premium Payment
- Payment Common Utilities (i.e., Water, Gas, Electric Bills)
- Property Taxes (Not Included in Mortgage Payment)
- Rental License Renewal
- Eviction Proceedings
- Other: _____