



Dear Property Owner:

Thank you for choosing DJCRE for your property management. Enclosed you will find all the necessary forms to complete the process. Please review the enclosed material carefully. When returning the enclosed forms please be sure to include:

- All contact information, including a complete home address (not a PO Box)
- If applicable, Operating Agreement & Certificate of Organization
- A copy of your housing and commercial activity licenses (Commercial activity was formerly known as Business Privilege)
- Clearly marked and working set of keys to the property
- A complete and legible copy of current lease **AND** tenant contact information
- Confirmation of Registration with PGW (if you are registered)
- A copy of your valid driver's license
- Philadelphia business tax account number
- Copy of insurance declaration page with agent information

Remember to keep a set of keys for yourself. Please include any information, including phone numbers and account numbers; for preferred contractors or service contracts in place for the property (i.e. parts and labor plan or a roof warranty). Please **inform us of any special instructions in writing** (i.e. alarm codes or potential repair concerns). Please contact our office should you have any additional questions. Once again, **thank you for placing your trust in us**. We look forward to meeting ALL your real estate needs.