



**Marie Hansen Properties**

"The company with a passion for property management."

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[www.mariehansenproperties.com](http://www.mariehansenproperties.com)

## Let's Get Started!

### 1. Forms required to start marketing your property:

- **Rental Management Agreement**

All fields are required to be filled out or selection(s) must be made. Type "N/A" if fields are not applicable. Please call the office if you have any questions: (808) 591-1110.

- **Addendum #1**

Required fields include the property address, numbered fields, signature(s), and date.

- **Direct Deposit Form (ACH)** - Include a voided check.

- **W-9 Form**

- **Lead Base Paint Form (If applicable)**

If the property was built before 1978, sign the form, but do not date.

- **Real Property Tax Change of Address/Exemption Status form (If applicable)**. If you are currently an owner-occupant, you will need to change your exemption status from owner to investor for tax purposes to avoid penalties. We have attached the real property tax change of address form for your convenience. We do not need a copy of the form, but please remember to change your exemption status to avoid additional fees.

### 2. Owner Deposit/Reserve of \$600.00

- You have the option to pay via check or through your online owner portal.
- If you are having Marie Hansen Properties clean the property initially, please add additional funds.

### 3. Three (3) complete set of keys

- This includes mail keys and security fobs. Parking fobs or remotes to equal the number of parking spaces.

### 4. Insurance: Obtain and provide a certificate of insurance, naming MHP as additional insured.

This is Landlord, tenant liability & fire insurance, please name Marie Hansen Properties as additionally 'insured' on your policy. (See page 3, F7 on the RMA).

- For Condos: an HO6 policy is required with a minimum of \$500,000.00 of coverage.
- For Single Family Homes: an HO3 policy is required with a minimum of \$500,000.00 coverage.

### 5. Email a copy of the House Rules and By-Laws for condos and/or Associations to Marie Hansen Properties.



Marie Hansen Properties, Inc. is a member in good standing of the National Association of Residential Property Managers and the Honolulu Board of Realtors.

