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Erdenheim, PA 19038
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CHECKLIST OF LANDLORD RESPONSIBILITIES

- Landlord will supply Broker with **signed W9 form.**
 - Landlord will supply Broker with **Rental License**
 - Landlord will supply Broker with **Business Privilege License**
 - Landlord will supply Broker with **Commercial Activity License (if applicable)**

 - Landlord will supply Broker with the following (2) two forms of identification:
 - 1. copy of social security card**
 - 2. copy of drivers license OR passport**

 - Landlord will supply Broker with **2 original, notarized copies of authorization letter** stating that:
 - Higgins & Welch Real Estate is the appointed property manager and authorized to act on their behalf on all matters.
 - This includes but is \not limited to: utility service accounts, property insurance, property tax accounts, mortgage accounts, housing choice voucher accounts, and locksmiths.

 - Landlord will supply Broker with **at least one set of original keys to the property** including all associated units and keyed areas (i.e.: mailboxes, common areas)

 - Landlord will supply Broker with **all current leases and complete contact information for current tenant(s).** Landlord will also advise Broker of current rents.

 - Landlord will provide Broker with **separate checks for any pre-payments and security deposits if they are to be transferred to management company.**
 - 1. Pre-payments and security deposits need to be written in separate checks.**
 - 2. Checks are to be made payable to Higgins & Welch Real Estate, Inc.**

 - Landlord will supply Broker with **verification of ownership such as:**
 - copy of deed (if available)
 - register of wills
 - partnership or legal entity

 - Additional Comments: _____
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