

New Owner Document Checklist

Welcome to American Midwest Realty & Property Management Company, we look forward to working with you. To get you up and running as fast as possible, we need the following documents to be downloaded, filled out, and sent to us as quickly as possible. We have included instructions on how to easily scan the documents to your phone & email them back to us in pdf format. You can find the complete list of documents we need on our website at: www.goamericanmidwest.com/new-owner-onboarding/

Signed Property Management Agreement

Owner / LLC Contact Info

Optional Services Checklist

Payment Authorization Form

W9 Tax Form - 2021

Change of Address Form

South Bend Water Owner Consent Form

A Copy of Your Property Deed

Insurance Policy Declaration Page

LLC Article of Incorporation

Have you registered all of your **South Bend** Properties?

This is a requirement from the city of South Bend and they do not want the property management company to do it. This is an annual registration and you can do it online at: <https://southbendin.gov/initiative/landlord-registration/>