



**Welcome!**

**We are extremely happy that you have chosen us to manage your property. We take pride in all that we do and look forward to providing you top notch management service. In order for us to get started, we have a few tasks that we will need you to complete so that we can get started. Please see the punch list below, check them off as you go, and once completed with all of them, sign and return this sheet.**

- ☐ Fill out and return the Property Information sheet and the Owner Information sheet. (Both should have been sent in the same email you received this welcome letter.)
- ☐ Sign and return the 4G Property Management Agreement (Management Agreement will be sent after the Owner/Property Info sheets are completed and turned in.)
- ☐ Call Northwestern Energy at 888-467-2669 and get a Continuous Service Agreement set up in your name so that tenants may call and transfer services into their name while also ensuring that services never get disconnected. Instead. They will revert back to you automatically when a tenant moves out.
- ☐ Contact the water/sewer provider for your rental (City of Bozeman, City of Belgrade, etc.) and have them change the bill to be "In Care of 4G Property Management 203 W. Madison Ave. Suite E2 - Belgrade, MT 59714"
- ☐ Send our Office a copy showing proof of your Homeowners Insurance Policy
- ☐ Sign this sheet after all tasks are complete & turn in to office (info@4Gpropertymgt.com)

**Owner Signature:** \_\_\_\_\_