

# Concord Property Management, LLC



Concord Property Management, LLC

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

[office@concordpropertymgmt.com](mailto:office@concordpropertymgmt.com)

1400 E Joppa Road  
Towson, MD 21286

105 Eastern Blvd, Office  
Baltimore, MD 21221

600 E Joppa Rd, Suite 2  
Towson, MD 21286

410-668-8309 Phone

443-570-5914 Desk Cell

410-668-3373 Fax

## NEW CLIENT CHECKLIST

- Signed Management and Escrow Reserve Contract with Concord
- Escrow Reserve Fund check for \$300.00 made payable to "Concord"
- Keys to the Property for Concord and Tenants
- Warranty information for all items related to the property- BGE Home etc.
- Licenses- City, County, MFD; Lead Certificates (if property built before 1978); Registrations; Carbon Monoxide verification forms; etc.
- Tenant contact information/Application/Rent Ledger/Lease copy- if tenant occupied currently
- HOA information, if applicable, and contact information for the HOA
- Deposit slips / account information for your banking institution where rent proceeds are to be deposited
- Signed W-9 form for IRS 1099 annual reporting

If Owner is a business entity: Copy of the Articles of Organization indicating Agent for LLC designation/ Owner's Operating Agreement, etc.

If an Owner is deceased, copy of the Death Certificate

Sign up for the Automatic Name Change Program with BGE (recommended)