

Date: _____

Dear Rental Property Management Account Owner

Please take a moment to update our records. Thank you!

A. OWNER INFORMATION

OWNER(S) CONTACT INFORMATION

OWNER 1: _____ **Cell Phone:** _____

MAILING _____ **Home Phone:** _____

ADDRESS: _____ **Work Phone:** _____

EMAIL: _____

OWNER 2: _____ **Cell Phone:** _____

MAILING _____ **Home Phone:** _____

ADDRESS: _____ **Work Phone:** _____

EMAIL: _____

B. OWNER'S RENTAL PROPERTY INSURANCE INFORMATION

INSURANCE COMPANY NAME ACCOUNT NUMBER

Agent: _____ Phone #: _____

C. BANK INFORMATION:

BANK NAME ACCOUNT NUMBER

D. EMAILING STATEMENTS In 2017 we are recommending that all owners accept emailed monthly statements. This will save on costs, time and paper. Please write below the email address for us to use.

Thank you,

Quorum Real Estate Property Management, Inc.