

**PRIORITY PROPERTY MANAGEMENT, LLC.**  
**2251 N. Rampart Blvd. #2527, Las Vegas, NV 89128**  
**TELEPHONE: (702) 526-6883 FAX: (702) 476-2350**

**OWNER'S INSTRUCTIONS FORM**

Rental Property Address: \_\_\_\_\_

Owner #1 Name (in full): \_\_\_\_\_ Social Sec. #: \_\_\_\_\_

Owner #2 Name (in full): \_\_\_\_\_ Social Sec. #: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_ Tax Identification #: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Telephone: Business: \_\_\_\_\_ Cellular: \_\_\_\_\_  
Home: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**BANKING INSTRUCTIONS:**

Bank: \_\_\_\_\_  
Address: \_\_\_\_\_  
Routing No.: \_\_\_\_\_  
Account No.: \_\_\_\_\_

**PROPERTY INSURANCE:**

Insurer: \_\_\_\_\_  
Policy No: \_\_\_\_\_  
Cover: \$ \_\_\_\_\_ Due Date: \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

**HOME WARRANTY:**

Provider: \_\_\_\_\_  
Policy No: \_\_\_\_\_  
Cover: \$ \_\_\_\_\_ Due Date: \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

**HOMEOWNER'S ASSOCIATION**

Name/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_

Plan/Lot No (if applicable): \_\_\_\_\_

**CREDIT CARD NUMBER (\*for initial carpet cleaning and maintenance, and emergency on-going repairs over \$200.00) \*\*\*OPTIONAL, but highly recommended. Please note that we will not give this information to any other parties without your permission\*\*\***

VISA            MC            AMEX            (circle one)

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiry Date:        /        /

Security Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

**EMERGENCY CONTACT**

In the event of your requiring instruction on matters affecting my property and I cannot be contacted, please contact:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cellular: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client

\_\_\_\_\_  
Date

By signing the above the owner(s) grants permission to Priority Property Management, LLC to charge the given credit card account for advertising and maintenance. Any other use of the account is prohibited.

**ATTENTION OWNERS:**

**Please fill this form out to the best of your ability, as this information is vital for efficient and effective property management services. If you have any questions or concerns in completing this document, please do not hesitate to contact us at any time. Once completed, please mail or fax a copy to the address and number given at the top of the first page.**