

ERA Woody Hogg & Associates



9137 Chamberlayne Road • Suite 100 • Mechanicsville, VA 23116
(804) 559-4644

1. Rental Owner Acknowledgement

1.1 YOUR MONTHLY RENT & MANAGEMENT FEE

For: <<Property Address>>

<<Monthly Unit Rent>> Monthly Rent

<<Monthly Management Fee>> Monthly Management Fee

X _____
Initial Here

1.2 AGREEMENT AND HANDBOOK RECIEPT

I have received a copy of my Property Management Agreement. (electronic, hard-copy only if requested)

I have received a copy of my Rental Owners Handbook. (electronic, hard-copy only if requested)

X _____
Initial Here

1.3 DISBURSEMENT OF RENTAL FUNDS & PAYMENT TYPE

I understand that ERA Woody Hogg & Associates has until the 15th to make payments to me each month. Every effort will be made to pay rental owners within 48 hours of payment receipt but this is not always possible.

I have chosen to be paid by (check one): Paper Check or Direct Deposit

If Direct Deposit I understand I must complete the owner authorization through my online portal or fill out a hard copy form to be kept in office.

I have also provided ERA Woody & Associates with my SSN or Tax ID for accounting purposes.

X _____
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1.4 OFFICE INFORMATION

I understand ERA Woody Hogg & Associates office is open Monday-Friday 830-5pm.

It is my responsibility to notify the office of phone and/or email changes as soon as possible.

X _____
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