|  |  |
| --- | --- |
| Account name: | Click here to enter text. |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| How many properties are:

|  |  |  |
| --- | --- | --- |
| Residential | Owned:# | Managed:# |
| Commercial | Owned:# | Managed:# |

 | Where are they located?

|  |
| --- |
| Click here to enter text. |

 |

1. What is the established procedure for remitting rent payments? (Local bank to main office - Bank lock box, etc.) Click here to enter text.
2. Are rents paid directly to the manager or are rents paid by the renters directly to the owners or managing company? Click here to enter text.
3. If managers collect rents, security deposits, etc. what is the maximum amount collected at one time:

|  |  |
| --- | --- |
| Cash: $ | Checks:$ |

|  |  |
| --- | --- |
| 1. Are pre-numbered receipts issued?
 | Yes: [ ]  No: [ ]  |
| 1. Are the bank accounts in which the manager deposits funds “deposit only” accounts? (Manager can only deposit and cannot withdraw funds from the account)
 | Yes: [ ]  No: [ ]  |
| 1. Does each resident manager have an office which is outside the living quarters area?
 | Yes: [ ]  No: [ ]  |
| 1. Are resident managers employees of the insured?
 | Yes: [ ]  No: [ ]  |
| 1. How frequently are rents or funds collected? Click here to enter text.
 |
| 1. Are the managers required to make deposits on the date they collect rents or does the owner or their representatives collect from the managers periodically? Click here to enter text.
 |
| 1. Is a separate bank account maintained for each property managed and are funds for each property kept completely segregated from the funds for any other property?
 | Yes: [ ]  No: [ ]  |
| 1. How frequently are rents reconciled/reported? Does the local bank provide monthly statement of account activity to the main office/owner? Click here to enter text.
 |
| 1. How often does the owner of the management company or internal or external auditors review the manager’s collection process to determine that procedures are being properly followed? Click here to enter text.
 |
| 1. Is the manager required to periodically submit to the owner a list of the apartment units rented and the rents collected?

  | Yes: [ ]  No: [ ]  |
| 1. How often does the owner personally investigate the managers’ collection activity to determine that the activity is being conducted honestly? Click here to enter text.
 |
| 1. Are these visits ever unannounced?
 | Yes: [ ]  No: [ ]  |
| 1. Is the list of rented apartment units periodically verified by the owner with a physical inspection of the building?

  | Yes: [ ]  No: [ ]  |
| 1. Are employees or officers making physical verification rotated so that no one person continuously inspects the same property?
 | Yes: [ ]  No: [ ]  |
| 1. Are property vacancies verified by someone other than the rent collectors?
 | Yes: [ ]  No: [ ]  |

**Maintenance:**

|  |  |
| --- | --- |
| 1. Are independent firms used to provide janitorial and other maintenance services?
 | Yes: [ ]  No: [ ]  |
| 1. Does it include all of the premises/properties managed?
 | Yes: [ ]  No: [ ]  |
| 1. Do they carry fidelity insurance/janitorial bond for the benefit of the insured?
 | Yes: [ ]  No: [ ]  |
| 1. Who makes the payments? Click here to enter text.
 |
| 1. Are payments made directly to the maintenance or service company? Click here to enter text.
 |
| 1. How does the management company or owner determine that the services have been performed and the proper free charged? Click here to enter text.
 |
| 1. Is all work performed on a bid basis?
 | Yes: [ ]  No: [ ]  |

