



PSR Ventures, LLC
A Property Management Company
P.O. Box 1411
La Plata, MD 20646
Office 301-870-1327
Fax 301-843-9656
www.PSRPropertyManagement.com

OWNERS GUIDE FOR A RENT READY PROPERTY

1. Carpets should be professionally cleaned and in good condition with no pet odors.
2. Both the interior and exterior of the house should be in good clean condition.
3. All window and sliding glass doors should operate and lock properly.
4. All appliances should be thoroughly cleaned and in proper working condition.
5. All plumbing, drainage, and all plumbing fixtures must be in working condition.
6. Window treatments should be clean and in working condition.
7. All electrical outlets and switches must be working and have cover plates.
8. Smoke detectors must be in working condition and one on every floor.
9. Interior paint should be fresh and should be free of dirt and nail holes.
10. The A/C system should be properly charged, coils cleaned, drain line open, new filter, duct in good condition, vent registers clean and working properly.
11. It is recommended that extra A/C filters be left to ensure that the tenant changes them regularly.
12. All the interior and exterior fans and light fixtures need to be working.
13. Landscape irrigations system should be in good working order and the timer set, and instructions provided for use.
14. Roof should be sound with no leaks.
15. Each exterior door should have an entrance lock and a dead bolt lock. These should work off the same key.
16. All debris and trash must be removed from the property. Lawn should be well manicured and trimmed, gutters cleaned.
17. Copies of all warranties, service contracts, and termite/pest contracts should be provided to PSR Ventures, LLC.
18. Copy of Insurance declarations page with agent's name and phone provided.
19. Two full sets of working keys. One for tenant and one for PSR Ventures, LLC.
20. Label shut off valves in house.
21. Locations of water meters and gas meters.

The better the condition of the rental the better chance the tenant will keep it in the same condition.



PSR Ventures, LLC
 PO Box 1411
 La Plata, MD 20646
 Phone: (301) 870-1327

Owner Statement Summary

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Sample

This report reflects all transactions between 7/1/2010 and 7/13/2010

Owner Information

Work Phone
 Home Phone
 Email
 Reserve

	Starting Balance	Income	Management Fees & Taxes	Expenses	Receipts / Adjustments	Payments	Ending Balance
7/1/2010-7/13/2010	\$0.00 +	\$2,850.00 -	\$200.00 -	\$0.00 +	\$0.00 -	\$2,650.00 =	\$0.00
Year to Date		\$17,906.66	\$1,700.00	\$196.00	\$0.00	\$15,936.16	

Properties

Property	Ownership	End Date	Primary	Amount	Paid Thru
Perry Branch Road 11670	100.00		Johnson, Sherry	\$1,600.00	6/30/2009
Perry Branch Road 11670	100.00		Shymansky, Andrew R	\$1,475.00	7/31/2010
Ryceville Road 13301	100.00		Sanders, Judith	\$1,375.00	7/31/2010

Income

Lease	Transaction Name	Total Paid	Management Fees & Taxes	Amount to Owner
Perry Branch Road 11670-2/16/2010	Rent Due	\$1,475.00	\$100.00	\$1,375.00
Ryceville Road 13301-11/1/2008	Rent Due	\$1,375.00	\$100.00	\$1,275.00
		\$2,850.00	\$200.00	\$2,650.00

Payments to Owner

Date	Transaction	Amount
7/8/2010	Payment to Owner	\$2,650.00

Request for Taxpayer Identification Number and Certification

**Give form to the
requester. Do not
send to the IRS.**

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
OR
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

DIRECT DEPOSIT/DEBIT AUTHORIZATION FORM

I/We hereby authorize PSR Ventures, LLC to initiate automatic credit debit entries to my checking or savings account as indicated below, at the depositories named below. *(Please attach a voided check or deposit ticket. Your request will not be processed without a voided check or deposit ticket.)*

- 1. Bank Name _____
 Bank Transit ABA Number _____
 (first 9 digits in lower left hand corner on slip)
 Account Number _____
 Account Type (Indicate Checking or Savings) _____
 Dollar Amount or % of Net Pay _____
- 2. Bank Name _____
 Bank Transit ABA Number _____
 (first 9 digits in lower left hand corner on slip)
 Account Number _____
 Account Type (Indicate Checking or Savings) _____
 Dollar Amount or % of Net Pay _____
- 3. Bank Name _____
 Bank Transit ABA Number _____
 (first 9 digits in lower left hand corner on slip)
 Account Number _____
 Account Type (Indicate Checking or Savings) _____
 Dollar Amount or % of Net Pay _____
- 4. Bank Name _____
 Bank Transit ABA Number _____
 (first 9 digits in lower left hand corner on slip)
 Account Number _____
 Account Type (Indicate Checking or Savings) _____
 Dollar Amount or % of Net Pay _____

This authorization is to remain in full force and effect until PSR Ventures, LLC has received written notification from me/us of its termination in such time and in such manner as to afford PSR Ventures, LLC a reasonable opportunity to act on it. I/We understand that it is my responsibility to notify PSR Ventures, LLC of any changes to my banking information in writing.

All Account Holders Must Sign this Authorization Below:

Signed: _____ Date: _____
Printed Name: _____ Phone: _____

Signed: _____ Date: _____
Printed Name: _____ Phone: _____

New Owner/Property check list:

W-2

CBTC ACH

Rental License

Lead Inspection

Property Management Agreement

Listing Agreement

Property Information Sheet

Home Warranty

HOA

Utilites

Inspection Report

Inspection Pictures

Keys

Lock Box Code

Referred by:

Directions from Office: