



1070 N. Cole Road, Boise, ID 83704
Office: 208-378-1616 Fax: 208-685-0100
www.capitalfirstmgmt.com

BOOKKEEPING INFORMATION

RENTAL PROPERTY ADDRESS _____ City _____ Zip _____

Owner's Name _____ Social Security # _____ - _____ - _____

Owner's Address _____ City _____ State _____ Zip _____

Home(____)-____-____ Work(____)-____-____ Fax(____)-____-____ Cell(____)-____-____

Email Address _____

Co-Owner's Name _____ Social Security# _____ - _____ - _____

Home(____)-____-____ Work(____)-____-____ Fax(____)-____-____ Cell(____)-____-____

HOMEOWNERS ASSOCIATION _____

Address _____ City _____ State _____ Zip _____

Fee Amount \$ _____ Due _____ Does your neighborhood have any restrictions the tenants should know about? _____

DISBURSEMENT OF FUNDS:

Hold Send to Owner

Mortgage Payment _____ Lender _____

Address to mail payments _____ City _____ Zip _____

Account number _____

INSURANCE:

Insurance Company _____ Policy # _____

Agent _____ Phone (____)-____-____

OTHER INFORMATION:

Emergency contact other than owner _____ Relationship _____

Phone (____)-____-____ Phone (____)-____-____

Maintenance Restrictions _____

Comment [HAC1]: Rent to exceed monthly mortgage payment by 15%