

### **Tenant Information Required:**

1. Tenant rolls - should include:
  1. Name of main tenant,
  2. unit number,
  3. monthly rent,
  4. extra charges (identify any extra charges),
  5. move in date
  
2. Tenant files/records – should include:
  1. Names of all tenants in the unit
  2. Ages or dates of birth for all tenants
  3. Relationship of all tenants to the main tenant
  4. Tenancy Agreement/Lease signed by the tenant
  5. Pets in the unit
  6. Phone numbers AND/OR other contact information
  7. Current Unit
  8. Any current eviction proceedings or on-going problems
  
3. List of all tenant arrears.

### **Property Information Required (Per Building):**

1. Street address
2. List of units:
  1. Unit number
  2. Number of bedrooms
  3. Vacant or occupied
  4. Vacant since what date
  5. Balcony – yes/no
  6. Flooring type
  7. Which floor of the building is the unit on
  8. Market rent
  9. Overall condition of the unit – list any repairs currently underway
  10. What does rent include? (ie, utilities, parking, etc.)
  11. Appliances (make, year, serial #, model #)
  12. Square feet of unit (if available)
  
3. List of facilities inside and outside of the building
4. Copy of blueprints
5. Inventory of supplies, equipment, furniture and appliances
6. Copy of all keys (tag each key as to what it's for)
7. Is the building on a single master key?

8. Superintendent:
  1. Name
  2. Phone number
  3. Unit number
  4. Employee or contractor?

**Maintenance/Vendor Information Required:**

1. List of all accounts payable
2. List of contractors
  1. Name
  2. Type of contractor (ie. Plumbing, electrician, general, etc.)
  3. Address
  4. Phone/fax numbers
  5. Any signed service contracts
  6. Copy of current insurance policy and WSIB certificates
3. List of other service providers (ie. Phone, gas, accountants, etc.)
4. List of outstanding PO's
5. List of current maintenance items that PO's have not been issued for
6. List and background of any disputes with contractors or service providers
7. A copy of the current year's capital maintenance plan
8. A copy of the five year capital maintenance plan (if available)

**Financial and Business Information Required:**

1. A copy of the current insurance policy
2. A copy of the previous year's financial statements
3. A copy of the current year's budget
4. A list of all employees:
  1. Names
  2. Payroll records for the current year
  3. Job description for each employee
5. Notice of Assessment from MPAC
6. Other incomes (ie. Laundry, parking, etc.)
  1. List of other incomes
  2. When are they collected (ie. Bi-weekly, etc.)
  3. Who currently collects them.
7. Letter of authorization for Property One to conduct business for the property