



Rapid Property Management LLC
 1719 West Main Street, Suite 305
 Rapid City, SD 57702
 Phone: (605) 593-7797 or (605) 415-8449
www.rapid-property.com / ray@rapid-property.com



Accounts Option Worksheet

Property Owner: _____ Mgnt. Start Date: _____

Property Address: _____

1) Would you like us to make any payment on your behalf? (No Charge)

	<u>Company</u>	<u>Address</u>	<u>Acct. Number</u>	<u>Amount</u>
Mortgage	_____	_____	_____	_____
Property Taxes	_____	_____	_____	_____
Insurance	_____	_____	_____	_____
HOA	_____	_____	_____	_____
Gardner	_____	_____	_____	_____
Pool Service	_____	_____	_____	_____
Other	_____	_____	_____	_____

2) The Security Deposit will be:

Unless otherwise directed by the Owner, Rapid Property Management, LLC will keep the tenant's security deposit plus \$200 for emergency repairs in their trust account.

Other: _____

3) Where would you like your rent payment sent?

Bank (Via Rapid Property Management, LLC ACH exchange system bill.com)

Home Address (Address listed on your management agreement)

Other: _____

Rents are due on the 1st of each month with a 5-day grace period. Rent payments to the owners are then dispersed on the 10th of the month.