

CONTRACT SIGNING REQUIREMENTS

1. **LEAD CERTIFICATE**
 - Lead certificate if built before 1950
 - Lead disclosure if built 1950-1977
 - If built 1978 or later, only proof of when the property was built is required (MD State Assessment or MRIS)
 - **ALL CERTIFICATES CANNOT BE OLDER THAN SIX MONTHS FROM THE RFTA**
2. **A clear copy of a photo ID of the owner and the person signing on behalf of the owner**
3. **Copy of social security card or 3rd party verification of the person receiving Checks**
4. **Copy of deed or settlement sheet (if tax assessment database Shows a different owner).**
5. **Executed lease (if rent has been changed on the lease, make sure old amount cannot be read)**
6. **Property Registration Number Receipt – EXCEPT DEVELOPMENTS**
 - **CALENDAR YEAR BEGINS IN SEPTEMBER**
7. **If LLC or company, a copy of the Articles of Organization Listing all members (MUST BE SIGNED)**
8. **Tax Identification number on IRS letterhead or tax documents**
9. **W-9 tax form**

PROPERTY MANAGEMENT

1. **Copy of the Management Agreement (MUST BE SIGNED BY OWNER AND PERSON REPRESENTING THE MANAGEMENT COMPANY)**
2. **No third party management agreements**
3. **A letter from the managing company, development or owner giving authorization for the person coming in to sign the contract, EX: John doe signing on behalf of ABC Mgt. Co.**

6/6/09