



****Please complete and return this form via email to james@jvmanage.com or by mail to JV Property Management, 12734 Branford Street, Ste 3, Arleta, CA 91331

Tenant Information Sheet

Date: _____

Resident's Name: _____

Address: _____

Apartment #: _____ Unit Size: _____

Names and ages of other occupants in unit:

Cell Phone Number: () _____ Work Number: _____

Email Address: _____

Pets / Animals: _____ Parking Space / Garage # (if any): _____

Welcome to the management services of JV Property Management & Brokerage. We pride ourselves providing in excellent service, and would like to share some information to make the transition as smooth as possible.

We look forward to the opportunity to work together. PAYMENT OPTIONS

- 1. Mail a check payable to JV Property Management & Brokerage, Inc. and mail to: 12734 Branford Street Suite #3, Arleta CA 91331.
2. Online and phone payments - visit our website at www.jvmanage.com.
3. Bill pay service through your bank - You will need your account number (contact us to request it), the payee name, and mailing address at 12734 Branford Street Suite #3, Arleta CA 91331.
4. In Person: Drop box located at 12734 Branford Street Suite #3, Arleta CA 91331.

PAYMENT RULES

- 1. All rent payments must be received by the 1st of the month, and late notices are generally sent on the second business day of the month. We do not accept late payments unless specific arrangements have been made.

MAINTENANCE REQUESTS

- 1. For all non-emergency requests, please call us at 1 (818) 528-6920. For fastest response, please email james@jvmanage.com or submit a work order online at www.jvmanage.com
2. For after-hours emergency requests ONLY, please call us at 1 (818) 528 - 6920

