

## **Inquisitores Company Landlord's Onboarding Form**

Please submit ONE (1) Landlord’s Onboarding Form per each property and email it to [info@inquisitores.com](mailto:info@inquisitores.com) or fax to (312) 757-4554. Please also provide a minimum of one (1) exterior photo of your property (more photos is better).

If you subscribe to Inquisitores Company’s services in connection with Tenant Screening Services, you agree to be legally bound by the most current on-line version of the Inquisitores Company Service Agreement and Terms of Use, which is incorporated herein by this reference, may be updated by Inquisitores Company from time to time, and which is accessible in the “Terms and Conditions” section of our website at <https://inquisitores.com/terms-and-conditions/>. If you do not agree to the most current version of these on-line terms and conditions, you may not use (or must stop using) Inquisitores Company services.

**Landlord’s Name:** \_\_\_\_\_

Landlord’s Mailing Address if different than the property address: \_\_\_\_\_

\_\_\_\_\_

Landlord’s Email Address: \_\_\_\_\_

Landlord’s Tel. Number: \_\_\_\_\_ Landlord’s FAX Number: \_\_\_\_\_

**Property Address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Community Name, if any: \_\_\_\_\_ Number of Units: \_\_\_\_\_

**Property Type:**       Apartment Building,       Single Family,       Commercial

Unit	Bedrooms	Bathrooms	Pets Allowed?	Rent	Deposit

## **Inquisitores Company Landlord's Onboarding Form**

**Online rent payment portal (payments are deposited directly to landlords account). YES \_\_\_\_, NO \_\_\_\_.**

This service is free to landlords. Tenants can make rent payments using an electronic check (ACH), debit card, or credit card. When using this service, a tenant pays a small fee in addition to the rent amount.

Bank's Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

Type of Account:       Checking,    Savings      Routing Number: \_\_\_\_\_

*After setting up your property for Online Payments, a small amount of funds (EXP: \$0.12) will be deposited into your account within 24 to 36 hours to verify that the setup is completed. Please check the amount deposited and let us know the exact amount to verify your account. You must make that verification to have the Online Payments activated.*

### **Late Fee Set Up.**

How do you charge late fees? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Base Amount: \_\_\_\_\_, 2nd Amount: \_\_\_\_\_, Max Amount: \_\_\_\_\_, \$/day: \_\_\_\_\_,

Late Fee Type: \_\_\_\_\_, 2nd Late Fee Type: \_\_\_\_\_, Max Late Fee Type: \_\_\_\_\_,

Max # Days: \_\_\_\_\_, Grace Period: \_\_\_\_\_, 2nd Grace: \_\_\_\_\_,

Minimum Due: \_\_\_\_\_, Due Day: \_\_\_\_\_, Other: \_\_\_\_\_.

**Renters Insurance (Additional liability coverage for landlords paid by tenants). YES \_\_\_\_, NO \_\_\_\_.**

This service is free to landlords. Renters Insurance is paid monthly by tenants through Inquisitores Company (typically \$15/m) in addition to their rent amount. Renters Insurance protects tenant's personal property (EXP: \$3,000 or \$5,000) and it also provides liability coverage to the tenant and to the landlord (EXP: \$25,000, \$50,000, or \$100,000). All savvy landlords should require their tenants to have Renters Insurance. Once you select this option, a Master Renters Insurance Policy will be added for all your tenants.

## **Inquisitores Company Landlord's Onboarding Form**

**Add a New Tenant to your Landlord's Portal. If you would like to add an existing tenant to your Landlord Portal, complete information below.**

Unit Number: \_\_\_\_\_,

First Name: \_\_\_\_\_, Middle Name: \_\_\_\_\_, Last Name: \_\_\_\_\_

Email: \_\_\_\_\_, Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_, Notes: \_\_\_\_\_

Current Lease From: \_\_\_\_\_, Current Lease To: \_\_\_\_\_, Term: \_\_\_\_\_, Month-to-Month:

**Add a New Tenant to your Landlord's Portal. If you would like to add an existing tenant to your Landlord Portal, complete information below.**

Unit Number: \_\_\_\_\_,

First Name: \_\_\_\_\_, Middle Name: \_\_\_\_\_, Last Name: \_\_\_\_\_

Email: \_\_\_\_\_, Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_, Notes: \_\_\_\_\_

Current Lease From: \_\_\_\_\_, Current Lease To: \_\_\_\_\_, Term: \_\_\_\_\_, Month-to-Month:

**Add a New Tenant to your Landlord's Portal. If you would like to add an existing tenant to your Landlord Portal, complete information below.**

Unit Number: \_\_\_\_\_,

First Name: \_\_\_\_\_, Middle Name: \_\_\_\_\_, Last Name: \_\_\_\_\_

Email: \_\_\_\_\_, Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_, Notes: \_\_\_\_\_

Current Lease From: \_\_\_\_\_, Current Lease To: \_\_\_\_\_, Term: \_\_\_\_\_, Month-to-Month:

***If additional pages are needed, copy this page number 3 and email/fax ALL pages together (starting with page number 1) to [info@inquisitores.com](mailto:info@inquisitores.com) or fax (312) 757-4554. Please remember to provide a minimum of one (1) exterior photo of your property (more photos is better).***