

**PROPERTY MANAGEMENT**  
**ADDITION / DELETION / CHANGE FORM**

Tourist Development Tax ID Number \_\_\_\_\_

\_\_\_\_\_ Addition      \_\_\_\_\_ Deletion      \_\_\_\_\_ Change of Owner

\_\_\_\_\_ Unit Number at: \_\_\_\_\_  
(Rental Property Address)

\_\_\_\_\_ Date of Addition

\_\_\_\_\_ Date of Deletion

\_\_\_\_\_ Date owner came on our management program:

\_\_\_\_\_  
\*Owner's Name

\_\_\_\_\_  
\*Address

\_\_\_\_\_  
\*City, State and Zip

\_\_\_\_\_  
\*Owner's Phone Number

\_\_\_\_\_ Owner sold property to: \_\_\_\_\_  
Name of new owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State and Zip

\_\_\_\_\_  
Owners phone number

\_\_\_\_\_ Owner transferred property management to: \_\_\_\_\_  
Name of property management company

\_\_\_\_\_ Owner is no longer renting this property.

\_\_\_\_\_ Owner is renting on his/her own.

I attest the above information is true and correct according to the knowledge given to me by the property owner.  
\*( Please be sure to fill in the owner's name and address).

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Agency