



American Heritage Properties

Accounts Option Worksheet

Property Address: _____

Mgmt. Start Date: _____

Property Owner: _____

Agent: _____

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

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

2. The Security Deposit will be:

- Unless otherwise directed by the owner, American Heritage Properties 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 (Please fill out enclosed form and provide a voided check)
- Home Address (Address on your account)
- Other: _____

San Diego City Rental Business Tax

If your property is located in the City of San Diego and rented at any time during the calendar year you are required to pay this tax. We will set up for this tax to be paid from your account unless you check this box, and then it will be your responsibility to pay. For more information contact the City of San Diego 619-615-1500

_____ Do not pay the San Diego City Business Tax on my behalf.

Rents are generally due on the 1st of each month with a 3-day grace period. Rent payments to owners are then dispersed within 2 working days after the 5th.