

GENERAL INFORMATION FOR MANAGEMENT CONTRACT

To complete a Management Contract, please supply the following information.

Required

- Copies of all insurance policies pertaining to the PROPERTY
- A copy of one pre-paid receipt of each utility bill, including the client's code number
- A copy of the OWNER'S passport

Optional

- Tax returns from the previous year or years
- Inventory
- Special instructions pertaining to use of the apartment/property
- Copies of the instruction booklets for all major appliances

Electrician	Telephone
Plumber	Telephone
Locksmith.....	Telephone
Carpenter	Telephone
Building administrator.....	Telephone
Neighbour or relative	Telephone

Insurance policy information and numbers

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Make and model numbers of all appliances and contact repair persons:

Water Heater /Furnace

Dishwasher

Refrigerator/Freezer.....

Garbage disposal.....

Microwave

Dryer.....

Washing machine.....

Air conditioner.....

Ceiling fans.....

TV.....

DVD.....

Other

Other

GENERAL INFORMATION – DELEGATING AUTHORITY

This is an example of the form that would need to be signed by the Owner to delegate authority to enable a PITCHER & FLACCOMIO representative to collect REGISTERED MAIL on the Owner's behalf. Several copies would be included in the Management Contract.

Per Ritirare una Raccomandata

Io, residente in

Delego a, di ritirare qualsiasi raccomandata in mio nome.

Firma Data

English translation

I, *William Smith*, resident in *304 Main Street*
Milwaukee, Wisconsin 53210 *U.S.A.*

Delgate Mr/Mrs/Ms *Susan Jones* to collect registered mail on my behalf.

Signature *William Smith* Date *21/11/2012*

Delega per il Condominio

This is an example of the form that would need to be signed by the Owner to delegate authority to enable a PITCHER & FLACCOMIO representative to represent the Owner at condominium meetings (building administration meetings). Several copies would be included in the Management Contract.

DELEGA PER IL CONDOMINIO DI

Io sottoscritto proprietario dell'appartamento sito al piano di
..... Cap

delego Il/La a rappresentarmi e fare le mie veci per qualsiasi decisione da
prendere riguardante lo stabile in

Firma Data

English translation

PROXY FOR THE CONDOMINIUM OF *Piazza Santa Croce, 42 – Firenze*

I, *William Smith*, owner of the apartment located on the *3rd* floor of
Piazza Santa Croce, 42 – Firenze Postal Code *50122*

Delgate Mr/Mrs/Ms *Susan Jones* to represent me and to vote on my behalf for any decisions that
might be taken in regards to the building situated in *Piazza Santa Croce, 42 – Firenze*

Signature *William Smith* Date *21/11/2012*