



PROGRESSIVE
HOMEOWNER
MANAGEMENT, INC.

12335 Kingsride #337, Houston, Texas 77024-4116

Phone: 713-722-7701 Fax: 713-722-7712 email: phmi@msn.com

MANAGEMENT INFORMATION FORM

INSTRUCTIONS:

For **Progressive Homeowner Management, Inc. (PHMI)**, to effectively assist you in the management of your home, we require the following information. Thank you for completing this form thoroughly and returning it to us.

A. IDENTIFICATION

Name _____ SS _____ No. _____
Property _____ Address: _____

B. NEW LOCATION

New Mailing Address (Home)	Office
_____	_____
Phone: _____	Phone: _____
Fax: _____	Fax: _____
Email address: _____	Email address: _____

C. MORTGAGE PAYMENTS

Will **PHMI** make your mortgage payment? Yes _____ No _____

If yes, Amount _____

Mortgage Company Name: _____

Address: _____

Account/Loan Number: _____ Start Date: _____

Special Instructions: _____

D. MAINTENANCE FEE

Yes _____ No

HOA/Company

Name _____ :

Address:

Account

No.:

Monthly: _____ Annual _____ Start

Date

Special

Instructions:

E. INSURANCE

Company

Name:

Address:

Agent Name: _____

Phone

No.:

Policy No.: _____

Insured

Amount:

Deductible:

Special Instructions: _____

F. FINANCIAL ACCOUNT

List the financial institution to which **PHMI** is to send funds

Name:

Address:

Account No.: _____ Checking: _____ Saving:

Special

Instructions:

G. LEGAL PROPERTY DESCRIPTION

Lot: _____ Block: _____ Section:

H. PROPERTY TAX PAYMENTS

Yes _____ No

Tax Authority:

Tax I.D. No.:

Address:

Tax Authority:

Tax I.D. No.:

Address:

Tax Authority:

Tax I.D. No.:

Address:

I. UTILITY COMPANIES:

Name/Address/Account Number/Phone

Gas

Co.:

Electric Co.:

Water Co.:

Other:

J. SERVICE CONTRACTS:

Types of Service/Company/Phone/Month(s) Due:

K. WARRANTIES:

Type/Company/Phone/I.D. No.

L. RECOMMENDED REPAIR COMPANIES

Type of service/Company/Phone No.

M. SPECIAL INSTRUCTIONS

Is there any exterior plumbing that must be winterized? Yes _____ No

Pool, Spa, Sprinkler System: Yes _____ No

Please list any other special instructions concerning your property: