



Former Client Information Request

All data and records required by law are saved and archived for 7 years. IPS makes every effort to archive as much data possible, but not all records may not be available. We make all information available to **active clients for free** and maybe downloaded from the owner portal prior to your management agreement ending.

Should documents, records, or receipts be requested after IPS management responsibilities have ended please complete the information below and email or mail this form to us at Records@IPSRentalhomes.com. Please note, this process take 7-10 days after payment is received.

Records Request:

Schedule E:	\$25/year
Lease Agreement:	\$15/year
Receipt From Repair:	\$15/ 1 st Receipt, \$5/each additional
Owner Ledger:	\$10/month
Miscellaneous Documents:	\$10/each set
Property Pictures From Marketing:	\$150/25pictures
Other:	\$ TBD Depending on Request

Property Owner Name/LLC Name:

Rental Property Managed By IPS Address:

Dates of Documents Requested:

Repair Request:

Repair Description:

Estimated Date or Repair:

Payment Method: Check PayPal

If PayPal Email Address To Send To:

Email This Completed Document to: Records@IPSRentalHomes.com

If Check, mail payment & this form to:

Innovative Property Solutions 8833 Perimeter Park Blvd #301 Jax FL 32216

Email Address To Send Records To:

Requester Name (must be owner on record)

Signature

Date: