

SWISS TIME PROPERTY MANAGEMENT, LLC

PO Box 5742, Incline Village, NV 89450
Phone: 775-831-5345; Email: info@swisstimellc.com

Thank you for interest in Swiss Time Property Management, LLC as the management company for your common interest community (CIC) or Residential Property. We are looking forward to learning about you and how we can be of service:

Date: _____ RE: _____

Association/Owner Name: _____

Primary Contact Name: _____

Primary Contact Phone: _____ E-mail: _____

Physical Property Address

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip _____

If you are seeking common interest community management services please complete the following:

Quantity of Units: _____ Current Management Fee: _____

Current per owner dues: _____ Number of Board Members: _____

Date Most Recent Reserve Study: _____ Fiscal Year End: _____

Current Management Company: _____

Tell us about your current challenges:

If you are seeking Residential Property management services please complete the following:

Square Footage: _____ Parcel Size: _____ Age of Home: _____

Beds: _____ Baths: _____ Current Management: _____

Desired Services: Home Checks Home Inspections Pool/Spa
(check all that apply)

Bill Payment Budget Prep/Oversight Financial Statements

Bank Reconciliation Conceirge Services Rental Services

Current Landscape Maintenance Company: _____

E-mail completed forms to info@swisstimellc.com