LEASE SUMMARY

Acct. # **Date:** **"Word" File name:**

Primary Contact:... **Cell#....**

Home address: … **ZIP …**

Home phone # … **SS# …**

Spouse name: …

Company Name: …

Billing Address: … **City:** **ZIP…**

Business phone: … **Fax…** **E-Mail**

Emergency Contact: … **Phone: …**

Rental Amount:$ **Deposit $** **ACH (Y/N)…**

Bank #... **Acct # …**

Lease Location: …

Critical dates **Explanation**

1)_____ _____

2)_____ _____

3)_____ _____

4)_____ _____

_____

Comments:_____

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Scan lease into "Customer" File
Update ACH template
File original lease in paper file
Go get the damn sign