

4 - EMAIL NEWSLETTER SETUP FORM

This very important form has been prepared to assist you in providing the LandlordSource “Managed for You Newsletter Program” with the information needed to complete your email newsletter request.

To complete this form, tab from field to field in each table and type on the last two pages of this form.

- Fill out the following information fields as accurately as possible; if you do not want to include information listed in this form, put n/a.
- Do NOT leave out any necessary information so that we can complete your newsletter order in a timely manner.
- Do not ASSUME we have this information.
- Complete the information as you want it displayed on your newsletter.
- Prior to returning this form, please review it for accuracy.
- When completed, please attach to an email and send to newsletters@landlordsource.com.
- If you have questions on how to complete this form, email jstorms@landlordsource.com or call Jean Storms at (916) 408-4400.

List the owner(s) of the company: (all fields required)

Company Ownership	
Broker/owner name	
Broker/owner email address	
Broker/owner telephone + ext.	

List the person to contact regarding billing/payments: (all fields required)

Billing Contact	
Billing contact name	
Billing contact email address	
Billing contact telephone + ext.	

List the person who will be the main newsletter contact

Primary Newsletter Contact Information	
Newsletter contact name	
Contact's Email address	
Contact's Direct Telephone #	

Secondary Newsletter Contact Information	
Newsletter contact name	
Contact's Email address	
Contact's Direct Telephone #	

Fill in the information you wish displayed on your newsletter. If you do not wish certain information to appear, put “n/a” in the field.

General Company Information			
Company Name			
Street Address			
Mailing address			
City		State	
Company website			
Company email			

Email Newsletter Information Continued

LandlordSource can supply the NARPM®, NAR®, and IREM® logos. Client must attach all other logos to an email and send to LandlordSource.

Association Logos – you must be a member to put on your email newsletter	
<input type="checkbox"/>	NARPM®
<input type="checkbox"/>	NAR®
<input type="checkbox"/>	IREM®
<input type="checkbox"/>	FARPM
<input type="checkbox"/>	Better Business Bureau
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Reminder: If you have announcements or special information for the “side” of your newsletter such as important reminders on maintenance, insurance, or other information, please type below.

If you have an article, you wish to submit for your first email newsletter, please add it below. A small article introducing your email newsletter is always a good way to start or important announcements. LandlordSource will list your article above the main article supplied by LandlordSource in the main body of your email newsletter. Remember to edit it carefully and that it should not exceed 350 words. Tip: highlight the text for your article, then check “Word Count” in Microsoft Word® and you will find out how many words you have written.