

# LEASE DOCUMENT INPUT SHEET

Quality Check & Verification Form

**Generated:** January 24, 2026

**Claim:** BROOKS, DANIEL;JANAE POA | **Claim #:** #0786294926

## LESSEE (TENANT) INFORMATION

Tenant Name	BROOKS, DANIEL;JANAE POA
Property Address	3427 SANDALWOOD LN
City, State ZIP	
Primary Phone	(330) 951-2652
Secondary Phone	TBD
Primary Email	—
Secondary Email	TBD

## INSURANCE COMPANY INFORMATION

Insurance Company	Allstate Insurance Company
Claim Number	#0786294926
Policy Number	980 610 253
Date of Loss	January 06, 2026
Cause of Loss	Water
Insurance Phone	TBD
Insurance Email	claims@claims.allstate.com
Desk Adjuster	LYLE KENDICKS
Desk Adjuster Phone	—
Field Adjuster	Spencer GASTON, Large Loss
Field Adjuster Phone	330 224-5157

## LESSOR (LANDLORD) INFORMATION

Landlord Full Name	BACON, MICHELLE
Landlord Address	16100 VAN AKEN BLVD #206
City, State ZIP	SHAKER HEIGHTS, OH 44120
Landlord Phone	(330) 951-2497
Landlord Email	bch3oh10@gmail.com
Contact Person 1	BACON, MICHELLE
Contact Person 2	—
Contact Phone	—
Contact Email	—

## RENTAL PROPERTY INFORMATION

Property Address	3455 MILVERTON
Property City	SHAKER HEIGHTS
Property State	OH
Property ZIP	44120
Number of Bedrooms	3

## LEASE TERMS & DATES

Agreement Date	3rd day of November 2025
Lease Start Date	November 7, 2025
Lease End Date	February 7, 2026
Rental Period (Months)	3
Document Type	RENEWAL

## FINANCIAL TERMS

Monthly Rent	\$2,200.00
Security Deposit	<del>\$2,200.00</del> WAIVED
Inspection/Clean-up Fee	<del>\$300.00</del> WAIVED
Rent Due Day	11st of each month
Late Fee	\$50.00
Late Fee Starts	Day 5
Eviction Notice Day	Day 10
NSF Fee	\$35.00
Max Occupants	10
Parking Spaces	2
Parking Fee	\$0.00

## REAL ESTATE COMPANY INFORMATION

Company Name	INFO@2GETTREVOR.COM
Company Address	JULIUS CARTWRIGHT
City, State ZIP	,
Contact Person	JULIUSCARTWRIGHT@gmail.com
Company Phone	—
Company Email	—
Broker Name	—
Broker Phone	BACON, MICHELLE
Broker Email	—

## OPTIONS SELECTED

Renewal Document	YES
Exclude Security Deposit	YES - WAIVED
Exclude Inspection Fee	YES - WAIVED

### VERIFICATION CHECKLIST

Please verify all information above is correct before finalizing documents.

- Tenant information verified
- Insurance/Claim information verified
- Landlord information verified

- Property address verified
- Lease dates verified (Agreement, Start, End)
- Financial terms verified (Rent, Deposit, Fees)
- Special notes reviewed (if applicable)

\_\_\_\_\_  
Verified By (Print Name)

\_\_\_\_\_  
Date