PROPERTY INFORMATION SHEET    (Fill out one info sheet PER property)

Owner Name(s):

Percentage of Ownership (list % for how you want income reported on 1099):

Property Address:

Property Type (Check one): [ ]  House  [ ]  Townhome  [ ]  Duplex  [ ]  Apartment  [ ]  Condo  [ ]  Multifamily

Name of Neighborhood:

Year Built:

Total Sq. Footage:

Total Living Area:     Upstairs:    Main Floor:    Basement:

Total Number of Floors:

Total Bedrooms:   Upstairs:    Main Floor:    Basement:

Total Bathrooms:  Upstairs:    Main Floor:    Basement:

Garage: Size (# of cars)    [ ]  ATTACHED  [ ]  DETACHED [ ]  NONE

Parking: [ ]  ASSIGNED  If yes, Space #(s)  [ ]  UNASSIGNED [ ]  NONE

Guest Parking: [ ]  DESIGNATED AREAS [ ]  STREET PARKING [ ]  NONE

Basement:  [ ]  NONE  [ ]  FINISHED  [ ]  PARTIALLY FINISHED

What type of roof on the Property: [ ]  Composite shingle [ ]  Wood Shingle [ ]  Flat (tar & gravel)

[ ]  Metal [ ]  Other:  Approx Age of Roof:  years

Name of Homeowners Association (if any):

 Manager’s name:  Phone:

 Address:

Neighborhood Amenities included (if any):

How do residents gain access to these amenities:

Are there any user fees for common facilities? [ ]  Yes [ ]  No If yes, describe:

HOA fees included in rent? [ ]  Yes [ ]   No  (We recommend to include in the Rent amount)

HOA fees $

Fee Payment Frequency:

For Rent or For Sale Signs allowed in Community? [ ]  Yes [ ]  No

\* Please email in your HOA Community CCRs (Rules and Regs)\*

If Property is a condominium or townhome, describe parking spaces (number, if assigned, location):

Mailbox Location and # (if applicable):  */*

Is Property Ready to Lease / Rent Ready?  [ ]  Yes [ ]  No If no, describe:

Dates Available for Rent:

Target Rent (per Month) to Start Marketing Property: $

Are Pets Allowed? [ ]  Yes [ ]  No If yes, please specific what kind and how many:

Gate Code:

Alarm Code:

Utility Companies (Even if tenant is not responsible):

|  |  |
| --- | --- |
| Electricity:   | Gas:  |
| Water:  | Sewer:  |
| Trash:  | Trash Pickup Day:  |
| Cable:  | Internet:  |

Please CHECK all Utilities to be paid for by *TENANT*:

 [ ]  Electric   [ ]  Gas  [ ]  Water [ ]  Sewer  [ ]  Trash  [ ]  Recycling [ ]  Other:

LANDSCAPING - Do you love your landscaping? If so, you may want to keep your landscaper on your payroll.

Do you want the *TENANT* to be responsible for Landscaping?  [ ]  Yes   [ ]  No

Do you have a Home Warranty?  [ ]  Yes   [ ]  No

Name:

Address:

Email/ Website:

Phone #:  Policy #:

Current Tenant Information (if applicable):

Name(s): /

Phone number(s): /

Email(s): /

The Property has the items marked below: (check Yes (Y), No (N) or Unknown (U))

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Y** | **N** | **U** | **Additional Information** |
| Cable Ready | [ ]  | [ ]  | [ ]  |  |
| Carpet | [ ]  | [ ]  | [ ]  | Where: Age:  |
| Central A/C | [ ]  | [ ]  | [ ]  | [ ] Electric [ ] Gas [ ] Heat pump number of units:  |
| Wall/Window A/C units | [ ]  | [ ]  | [ ]  | Number of units:  |
| Central Heat | [ ]  | [ ]  | [ ]  | Number of units:  |
| Central Vacuum | [ ]  | [ ]  | [ ]  |  |
| Other Heat | [ ]  | [ ]  | [ ]  | If yes describe:  |
| Fence | [ ]  | [ ]  | [ ]  | [ ]  Wood [ ]  Chain-link Other:  Fully Enclosed: [ ]  Y [ ]  N |
| Fireplace & Chimney | [ ]  | [ ]  | [ ]  | [ ]  Woodburning [ ]  Mock [ ]  Gas Other:  |
| Ceiling Fans | [ ]  | [ ]  | [ ]  | Number of units:  |
| Carport | [ ]  | [ ]  | [ ]  |  |
| Garage | [ ]  | [ ]  | [ ]  | Number of cars:  |
| Garage Door Openers | [ ]  | [ ]  | [ ]  | Number of remotes:  |
| Patio/Deck | [ ]  | [ ]  | [ ]  | Describe:  |
| Outdoor Grill | [ ]  | [ ]  | [ ]  | Location:  |
| Hot Tub / Spa | [ ]  | [ ]  | [ ]  |  |
| Pool | [ ]  | [ ]  | [ ]  | [ ]  In-ground [ ]  Above Ground Heater [ ]  yes [ ]  no |
| Septic / On-Site Sewer | [ ]  | [ ]  | [ ]  | If yes, attach information about On-Site Sewer Facility |
| Sprinkler System | [ ]  | [ ]  | [ ]  | [ ]  Automatic [ ]  Manual |
| Water Heater | [ ]  | [ ]  | [ ]  | [ ]  Electric [ ]  Gas [ ]  Other:  Number of Units:  |
| Washer / Dryer Hookup | [ ]  | [ ]  | [ ]  | Dryer hookups are: [ ]  gas [ ]  electric |
| Washer | [ ]  | [ ]  | [ ]  |  |
| Dryer | [ ]  | [ ]  | [ ]  |  |
| Sauna | [ ]  | [ ]  | [ ]  |  |
| Alarm System | [ ]  | [ ]  | [ ]  | [ ]  Owned [ ]  Leased From:  |
| Kitchen Equipment | [ ]  | [ ]  | [ ]  | [ ]  Range-oven combo [ ]  Cooktop [ ]  Oven [ ]  Microwave [ ]  Dishwasher [ ]  Disposal [ ]  Hood Fan [ ]  Trash [ ]  Compactor[ ]  Refrigerator [ ]  Other:  |

Additional Amenities not Listed or Comments:

Is the Property Move In Ready?  [ ]  Yes   [ ]  No

If No, please list the work you need our help completing on your behalf:

Cleaning  [ ]  Yes   [ ]  No

Carpet Cleaning  [ ]  Yes   [ ]  No

Painting (touch up painting)  [ ]  Yes   [ ]  No

Handyman Services (please detail):

Are you aware of any item, equipment or system in or on the property in need of repair? [ ]  Yes [ ]  No

If yes, please explain:

Date of last service for the following items AND how often are you performing this service (if applicable):

HVAC:

Furnace:

Air Conditioning Ducts:

Chimney sweep (if applicable):

Dryer Vents:

Moss Treatment Roof:

Gutter Cleanout:

Pressure Washing:

Other recurring maintenance or comments:

What do you love most about this property?