



OWNER INFORMATION

Owner Name: _____

Address: _____

City, State, Zip: _____

Email Address: _____

Work Phone #: _____

Home Phone #: _____

Cellphone #: _____

Date of Birth: _____

Name on Check (Banking Information): _____

Tax ID Number OR Social Security: _____

Who can we thank for referring you? (If any) _____

Requested Portfolio Minimum (If any) \$ _____

Current Tenant Information (If applicable)

Name (s): _____

Phone #(s): _____

Date Available: _____



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

Address of the property: _____

Target Rent per Month: _____ to _____

Target Deposit _____ Neighborhood: _____

Property Type (Circle one): House Town-Home Duplex Apartment Condo

Year Built: _____ **Finished Sq. Footage:** _____ **Total Sq. Footage:** _____

Total Bedrooms: _____ Upstairs _____ Main Floor _____ Basement _____

Total Bathrooms: _____ Upstairs _____ Main Floor _____ Basement _____

Total Living areas: _____ Upstairs _____ Main Floor _____ Basement _____

Basement: NONE FINISHED PARTIALLY FINISHED

Total Number of Floors: _____

Parking (Circle all the apply):

- | | | | |
|--------------|--------------|------------------------|----------------|
| 1 car Garage | 4 Car Garage | Slab Parking | Street Parking |
| 2 Car Garage | Carpport | Reserved Parking _____ | |
| 3 Car Garage | RV Parking | Assigned Parking _____ | |

Please Circle/ Check all that apply to your property:

- | | | |
|----------------------------|----------------------------|--------------------------------|
| Evaporative Cooler | Living Room | Jetted Tub |
| Laundry Hook-ups/Room | Theater Room | Garden Tub |
| Air Conditioning | Dishwasher | Separate Tub/Shower (Mstr Bth) |
| Electric / Gas Heat | Microwave | Washer / Dryer Included |
| Walk-In Closets | Fridge | Loft Area |
| Walk-In Pantry | Oven | Ceiling Fans |
| Tile Floors | Double Oven | Alarm System |
| High / Vaulted Ceilings | Disposal | Fireplace |
| Dining Room | Granite Countertops | Hardwood Floors |
| Family Room | Concrete Countertops | Cable Ready |
| Office Space | Stainless Steel Appliances | Cold Storage |
| Balcony | Central Vacuum | Custom Blinds/Shutters |
| Water Softener | Fitness Center | Pool |
| Patio | Deck | Porch |
| Stainless Steel Appliances | Carpet | |

Counter Top Type: _____

Pets Allowed: Yes ___ No ___

Smoking Allowed: Yes ___ No ___

Fully Landscaped Yard: Yes _____ No _____

Fully Fenced Yard: Yes ___ No ___ Partial ___ If so, where?: _____

Sprinkler System: **Y** **N** Automatic? **Y** **N**



Please Circle all Utilities to be paid for by TENANT: Electric Gas Water Sewer Trash

Who is responsible for yard care when home is vacant: Owner____ PMI____ Tenant____ HOA____

Who is responsible for yard care when home is rented: Owner____ PMI____ Tenant____ HOA____

Utility Companies:

Electric: _____

Gas: _____

Water/Sewer/Trash: _____

Mailbox #: _____ Mailbox Keys: _____

House Keys: _____ Garage Door Openers: _____ Garage Door Code _____

Is your home part of an HOA or have a Home Warranty? Yes ___ No ___ Name: _____

Phone #: _____

Address: _____

Email/ Website: _____

HOA fees are included in rent? Y N

What neighborhood amenities are included?

How do residents gain access to these amenities?

Please list any other amenities/ details you would like placed in your ad: _____

Property will be ready and available for lease on: _____

***Please be sure that all information on this sheet is correct and accurate as it will be used for all advertising, etc.**