



MERIDIAN PROPERTY EVALUATION FORM

OWNER INFORMATION

- Owner name: _____
- Owner company/LLC: _____
- Owner primary home or office address: _____
- Primary phone: _____ Secondary phone: _____
- Owner email address: _____
- How did you hear about us? _____

1. RENTAL PROPERTY INFORMATION

- Full property address: _____
- Subdivision: _____
- Year property was built: _____
- Name of Water/Sewer Utility Company: _____ Contact Number: _____
- Name of Electric Utility Company: _____ Contact Number: _____
- Name of Gas Utility Company: _____ Contact Number: _____
- Name of Alarm Company: _____ Contact Number: _____
- Name of Cable/Internet Company: _____ Contact Number: _____
- Name of Trash Utility Company: _____ Contact Number: _____
- Property Style: (Duplex, Townhouse, Single Family, Condo, Apartment, Shared Space)
- # Bedrooms: _____ # Bathrooms _____
- Approximate square footage: _____
- Parking: (garage, off street, on street, parking fee, carport, public garage) _____
- Heat source: (gas or electric) _____
- A/C source: (central air, window unit, N/A) _____
- Range type: (gas or electric) _____
- Basement: (finished, unfinished, N/A) _____
- Select appliances present: (stove refrigerator dishwasher microwave garbage disposal)
- Select appliances under warranty: (stove refrigerator dishwasher microwave garbage disposal)
- Washer / Dryer: (provided, hook-ups available, community shared, N/A)
- Fireplace: (yes no) If yes, what room(s): _____
- List any additional amenities: _____
- List any community amenities or local attractions: _____
- Active HOA: (yes no) HOA Contact Info: _____
- Backyard: (private-not fenced private-100% fenced private- partial fenced shared backyard N/A)
- Outside entertaining area: (deck patio screen porch)
- Storage: (Shed outbuilding barn cellar large closets)

- Storm shelter other than basement: (yes no)
- Resident pays: (gas electric water trash other: _____)
- Property owner pays: (gas electric water trash other: _____)
- Pets: (Yes No) Comments: _____
School District: Primary _____ Middle _____ High School _____

2. PROPERTY MAINTENANCE

- Working irrigation system: (yes no)
- Lawn care provided by: (property owner resident HOA management)
- Snow removal provided by: (property owner resident HOA management)
- Special instructions: _____

3. PROPERTY STATUS

- Is property currently rented: (yes no) If yes, current lease rate: \$ _____
- Current resident status: _____
- Effective date of current lease: _____ Date of lease expiration: _____
- May we place a "For Lease" sign in the yard now? (yes no)
- Expiration date of current management contract if applicable: _____
- Effective date of management contract with Your Space LLC: _____
- Date keys will be made available: _____
- Date available to show to prospects: _____ Date available to move in: _____
- Is there a mortgage on the home? _____ If yes, are all payments up to date? _____
- Other comments regarding lease rates, maintenance and condition expectations, vacancy

Our Mission

The Meridian Team is on a mission to utilize our skills in the real estate industry to provide a revenue stream that will ultimately help others. We have partnered with organizations such as Hearts & Hope for Uganda and Samaritan's Purse to provide opportunities for those in need throughout the world. Beyond Property Management services, clean water, education and disaster relief is our passion. Join our team and see how your monthly management fees are helping to make a difference around the globe.

Form can be submitted to our office via email or fax:

crystal@meridianrealty.net

816.463.3001