

Owner Information Form

Full Service Property Management

Leasing Service Only

Name of owner/company _____

FEI/SSN _____

Owner contact information Address _____

Phone(s) _____ Email _____

Bank Name _____

Name/Address on Acct. _____

Account # _____ Routing # _____

Please provide voided check

Address of property _____

Number of Bedrooms _____ Baths _____

Heated/cooled square feet of home/unit _____

Unfurnished Only Furnished Only Either Furnished or Unfurnished If furnished, is there an additional deposit for furnishings? \$ _____ *Please provide an inventory*

Amenities Pool Boat Slip Dock Other, please list

Pool maintenance Tenant Responsible Owner Responsible – Please provide contact information

Laundry None Separate Laundry Room In Garage Hook-ups only
 W/D Included -age of Washer _____ Age of Dryer _____

Keys – how many? Front door _____ Back door _____ Garage Door _____ Shed _____
Other _____

Parking On Street Garage - 1 car 2 car

Utilities included None Water/sewer/trash Gas Electric Basic Cable (if so, what provider) _____

Yard maintenance/lawn care Tenant Responsible Owner Responsible – Please provide company

contact information _____

Pet policy Absolutely no pets Cats OK Dogs OK How many _____
Do you prefer additional rent or a deposit? _____
Comments _____

Does your insurance cover pet liability? Yes No

Do you have a termite warranty/pest control service Yes No Please provide contact information

Lease length 12-month only Less than 12 – how many _____ Lease to own

Rental history Never rented Rented prior - Rent amount \$ _____

Can we place a sign post and sign on property? Yes No

What year was the structure built? _____

What is a typical electric bill \$ _____ per mo

What is the age of the A/C and heating system _____

Does anything require gas? Yes What? _____ No

Is there a working fireplace? Yes No

Is there an automatic garage door opener? Yes No Is there a code? _____
Where is the remote? _____

Is there a working sprinkler system for the yard? Yes No Does it use City Well
Reclaimed
Where is the control panel? _____

Is there a shed/outbuilding for tenant use? Yes No Is there a separate key? Yes No

Will any items be left for tenant use – lawnmower, additional appliances in garage, swingsets, patio furniture, etc. _____

When will the property be available? _____ - Showing instructions

Lease fee _____ Mgmt fee _____ Maintenance fee _____ Lease fee split _____ / _____

Is there homeowners association? If so, what are the rental requirements? Please provide contact info so we can confirm what paperwork is needed and what the fees will be.