

New Property Intake Form

Property Address: _____

Ownership Type: Individual LLC Trust _____

Owner Representative: _____

Cell Phone: _____ Contract Execution Date: _____

Email: _____

Other Owner: _____ Phone: _____

Other Owner Email: _____

If more than two owners indicate here and write contact info on back.

Insurance Co.: _____ Renewal Date: _____

HOA: _____ Phone: _____

Currently Rented: _____ Current Rent: _____ Lease End Date: _____

If rented, we will need a copy of the lease, application and contact info for tenants.

PROPERTY DETAILS

Type of Property: _____ # of units: _____ Desired Rent: _____

Square Footage: _____ # Bedrooms: _____ # Bathrooms: _____ Stories: _____

Office: yes / no Additional Living Space: Yes / no Dining type: _____

Garage Spaces: _____ Other Parking: _____ # spaces: _____

Utilities:

Any owner paid utilities: _____

Company Info: Electric: _____ Water: _____

Gas: _____ Cable: _____

Stove: Electric Gas Dryer: Electric Gas

Property Address: _____

Appliances Included:

- Refrigerator Microwave Washer Dryer
 Laundry hook ups ONLY Select Type: Full size / stackable

Types of Flooring (wood, carpet, stained concrete, tile, linoleum, etc.):

Living: _____ kitchen: _____ Dining: _____
Bedroom 1: _____ Bedroom 2: _____ Bedroom 3: _____
Bedroom 4: _____ Bathroom 1: _____ Bathroom 2: _____
Other Spaces: _____

Additional:

Pets Allowed: Dogs: _____ Cats: _____ Other (specify): _____

Limitations: Size/Type/Quantity, etc. _____

Additional Pet Deposits: _____

Smoking allowed: _____ Additional Deposit Amt: _____ Penalty for smoking: _____

Yard: _____ Sprinkler System: _____ Fence (type): _____

Please list any features that make your property unique: _____

Community Amenities: _____

School District: _____

Elementary: _____

Middle: _____

High School: _____

New Property Workup

Property Address _____

Owners Name and Address _____

Owners social Security Number or Tax ID Number _____

Contact numbers _____

Email Address(s) _____

Make Checks Payable to _____

Mailing address _____

Insurance Company _____

Address & Phone Number _____

Policy Number _____

J & P will need rental agreement(s) and any other rental history of current tenant(s).

Additional Information **Please provide tenant name (s) and contact information.** _____
