



OWNER INFORMATION

Owner Name: _____

Owner Address: _____

City, State, Zip: _____

Email Address: _____

Work Phone #: _____

Home Phone #: _____

Cellphone #: _____

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

Do you have an existing property manager? Yes _____. No _____

Provide Property Manager contact information

Current Occupancy: _____ Vacant _____ Occupied _____ Owner Occupied _____. Other _____

Total Number of Tenants: _____

Current Tenant Information (If applicable)

Name (s): _____

Phone #(s): _____

Date Available: _____

Name (s): _____

Phone #(s): _____

Date Available: _____

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 _____ Subdivision/ Neighborhood: _____

Property Type (Circle one): Single Family Town-Home Duplex Apartment Condo Tiny Home

Year Built: _____ **Acres:** _____ **Sq. Footage (Finished/Total):** _____

Source: _____

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	Carport	Reserved Parking _____	
3 Car Garage	RV Parking	Assigned Parking _____	

Please Circle/ Check all that apply to your property:

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

Heating and Air Conditioning

Heating:	Heating Fuel:
Central	Electric
Heat Pump	Natural Gas
Floor Entrance	Solar
Jet	Propane
Pane	Propane Leased
Window Unit	
Zoned	
1 Unit	
2 Units	
3+ Units	

Air Conditioning

1 Central
2 Central
3+ Central
1 Window / Wall
2 Window / Wall
3+ Window / Wall
Zoned
None
Other: _____

Water / Sewer

Water System
Private Well
Sewer System
Septic
Aerobic Septic
Water Storage
City
Co-Op Water
None - Water
None - Sewer
Other: _____



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

Please complete all that apply to your property:

Pets Allowed: **Yes** **No**

If yes, please note any restrictions: Dogs Only _____ Cats Only _____ Other: _____

Smoking Allowed: **Yes** **No**

Fully Landscaped Yard: **Yes** **No**

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

Sprinkler System: **Yes** **No** Automatic? **Yes** **No**

If yes, please specify the locations of the timer, valve box, and water shut off: Please include any instructions for winterizing and de-winterizing the system.

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 _____

Designate Responsibility for Utilities:

Electricity: Owner _____ PMI _____ Tenant _____ HOA _____

Gas: Owner _____ PMI _____ Tenant _____ HOA _____

Water: Owner _____ PMI _____ Tenant _____ HOA _____

Garbage: Owner _____ PMI _____ Tenant _____ HOA _____

Recycling: Owner _____ PMI _____ Tenant _____ HOA _____

Recycling: Owner _____ PMI _____ Tenant _____ HOA _____

Sewage: Owner _____ PMI _____ Tenant _____ HOA _____

Pest: Owner _____ PMI _____ Tenant _____ HOA _____

HOA Fees: Owner _____ PMI _____ Tenant _____ HOA _____

Pool Maintenance: Owner _____ PMI _____ Tenant _____ HOA _____

Other:



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

Please provide the following information pertaining to your property:

Utility Suppliers / Companies:

Electric: _____

Gas: _____

Water: _____

Garbage: _____

Recycling: _____

Sewage: _____

Lawn Care: _____

Pest: _____

Other: _____

Locations:

Please provide details on where these items are located.

Breaker Box: _____

Water Heater Location and Age. _____

Gas Shut off Valve: _____

Interior and Exterior Water Shut offs: _____

When is the scheduled garbage and recycling collection day?

Do you have established maintenance providers you want to maintain?



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

Entrance Information

What items will be provided with the property? Please List how many will be provided and assigned numbers.

Mailbox #: _____ Mailbox Keys: _____

House Keys: _____

Community keys / Fobs: _____

Garage Door Openers: _____

Garage Door Code _____

Parking pass _____

Storage space keys _____

Other: _____

Please also provide information for any lockboxes or codes that may be required for entrance. (SABOR Supra, four rivers supra, Lockbox combo, Smart Home, other)

Do you have a Home Warranty for the property? Yes No

Name of Home Warranty Company/Provider:

First American Home Warranty.American Home Shield.Select Home Warranty.Liberty Home Guard.Cinch Home Services

Phone # _____

Address: _____

Email / Website: _____

Is your home part of a Home Owners Association? Yes No

Name of HOA:

Phone # _____

Address: _____

Email / Website: _____

Please also provide information for any lockboxes or codes that may be required for entrance. (SABOR Supra, four rivers supra, Lockbox combo, Smart Home, other)



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

HOA Information

Who will be responsible for HOA fees? Owner ____ Tenant ____

HOA fees are included in rent? Yes No

How much is the HOA fees? _____ **Annual. Monthly.** _____

What neighborhood amenities are included?

HOA includes:

- Clubhouse
- Fitness Center
- Pool
- Spa/Hot tub
- Sauna
- Playground
- BBQ/Picnic area
- Coworking Space/Business Center
- Basketball Court
- Tennis Court
- Dog Park
- Landscaping
- Electric car charging
- N/A
- Other:

Please list any utilities that the HOA includes in their fees / costs?

How do residents gain access to these amenities?

Please provide any additional information that you feel we should be aware of **OR** 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.**



PAYMENT OPTION FORM

Property Owner Name: _____

Property Address: _____

Name: _____

Account Type: ☐ Checking ☐ Savings ☐ Business

Name as it appears on the account: _____

Address on the Account:

ABA Routing Number: _____

Account Number: _____

*Note: PMI _____ GUARANTEES owner draws to be processed by the 10th business day of the month, as long as the tenant submits their payment on time for that month.

Landlord Name

Landlord Signature Date

Landlord Name

Landlord Signature Date