



OWNER INFORMATION

Owner Name: _____

LLC, if applicable: _____

Owner Current Address (include City, State and Zip): _____

Property Address (if different from current Address): _____

Email Address(es): _____

Work Phone(s) #: _____

Cellphone(s) #: _____

Emergency Contact: (Other than Owners of Property)

Name: _____

Phone: _____

Email: _____

Address: _____

Current Tenant Information (If applicable)

Name (s): _____

Email: _____

Phone #(s): _____

PROPERTY INFORMATION SHEET

(Fill out one info sheet PER property.)

Desired Listing Price: (Rent per Month): _____

Subdivision (Neighborhood): _____

Property will be ready and available for lease on: _____

Lease terms: _____

1. Property Type:

House

Town-Home

Duplex

Apartment

Condo

Manufactured

Year Built: _____ Total Sq. Footage: _____

Total Number of Floors: _____ Total Bedrooms: __ Total Bathrooms: __



2. Amenities: What will be included:

Kitchen: Refrigerator Microwave Garbage Disposal
Dishwasher Oven Stove/Oven Combo

Laundry: Laundry Hook ups Washer Dryer

Pool: **Hot Tub:** **Alarm system:** _____

Water softener **Blinds:** **Custom Drapes:**

Solar Panels:

Septic: Size: _____ Date Last pumped: _____ Date of last inspection: _____

Sprinkler System: _____ **Fully Fenced Yard** _____

Mailbox #: _____ **Location of Mailbox (Need Street):** _____

If cluster boxes- which # cluster : _____

of Mailbox Keys: _____ **# of House Keys:** _____

Type of Parking : _____

How many Garage Door Openers: _____ **Garage Door Code** _____

Gate Code: _____ **Front door code:** _____

Utilities to be paid for by TENANT:

Electric Gas Water Sewer Trash

Who is responsible for yard care when home is rented:

Owner Tenant HOA



3. Utility Companies:

Electric: _____

Gas: _____

Water/Sewer/Trash: _____

4. Lease Requirements by Landlord:

Animals: Permitted Not Permitted

Size, weight, number and type: _____

If permitted: Animal deposit: _____, in addition to security

Monthly rent: _____

Non refundable, one time payment _____

Animal Violations: Initial charge and amount after _____

Security Deposit Amount: _____

Guests: Number of days permitted on property: _____

Vehicles: Number of vehicles permitted on property: _____

Trip Charges: _____

Key box: Authorized during last _____ days of lease. Withdrawal fee: _____

Inventory and Condition Form: To be delivered within _____ days.

Repairs:

Emergency number for repairs: _____

Appliances that will not be repaired: _____

Any special provisions: _____

Do you want to allow resident to sublet, assign or replace fees: _____

If you sublet, assign or replace, what fees would you like to charge: _____

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