



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) #: _____

Date of Birth: _____

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 Target Rent per Month: _____

Subdivision (Neighborhood): _____

Property will be ready and available for lease on: _____

1. Property Type:

House

Town-Home

Duplex

Apartment

Condo

Manufactured

Year Built: _____ Total Sq. Footage: _____

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

Gate Code: _____ Front door code: _____



2. Amenities: What will be included:

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

Laundry: Laundry Hook ups Washer Dryer

Heating, Air conditioning: Type_____

Type of flooring: _____

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 is the location: _____

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

Type of Parking : _____

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

3. Utilities to be paid for by TENANT:

Electric _____ Gas _____ Water _____ Sewer _____ Trash _____

4. Who is responsible for yard care when home is vacant:

Owner PMI HOA

5. Who is responsible for yard care when home is rented:

Owner Tenant PMI HOA



6. Utility Companies:

Electric: _____

Gas: _____

Water/Sewer/Trash: _____

7. Home Warranty:

Does your home have a home warranty? _____

Name: _____

Phone #: _____

Address: _____

Email or Website: _____

8. Do you have any other Warranties? _____

Product Covered: _____

Name of Company: _____

Phone Number: _____

Policy Number: _____

9. Home Owners' Insurance: * You must change your policy to a Dwelling Policy (Landlord Policy), have PMI Navigate listed as additionally insured, and add a public liability policy in accordance with the signed agreement.

Insurance Company: _____

Policy Number: _____

10. Homeowner or Condo Association (HOA/COA)

Is your home part of an HOA? _____

What neighborhood amenities are included? _____

How do residents gain access to these amenities? _____

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