

PROPERTY/OWNER INFORMATION SHEET

Property Address: _____

Owner Name(s): _____

Tax ID (Social Security) Number: _____

Mailing Address for Monthly Statements:

Phone Numbers (Please circle the best number to reach you):

Home: _____

Work: _____

Cell: _____

Fax: _____

Email Address: _____

Banking Information:

____ Mail monthly check to above address

____ Deposit by EFT – MUST ATTACH A VOIDED CHECK

PLEASE INDICATE: Checking _____ OR Savings _____ Account.

Which utility companies service the property?

Electricity: _____

Gas: _____

Water/Sewer: _____

Cable: _____

Trash Removal: _____

Trash covered by HOA? Y / N -- Days of Pick Up: _____

Other: _____

Warranty Information:

Do you have a home warranty? Y N (If yes, please attach copy.)

Are any other appliances, heating/cooling systems, etc. currently under warranty or service contract ? Y N

If yes, please provide information: (attach copies if possible)

Do you have an alarm system? Y / N If Y, activated? Y / N If Y, code: _____

Do you have keypad to garage door? Y / N If Y, code: _____

Do you have a lawn sprinkler system? Y / N

Do you have a pool? Y / N

Are parking passes required? Y / N Parking Stall # _____

Do you have any preferred companies to use for repair and maintenance issues? Y / N

If yes, please provide name(s) and telephone number(s):

Please provide the following:

- > 3 copies of keys to property
> Carpet Cleaning Receipt
> Gutter Cleaning Receipt
> Chimney Cleaning Receipt (IF wood burning stove/fireplace on property)
> Copy of any HOA rules and regulations (if applicable) you can leave these in the home on the kitchen counter.

Property must be rent ready before a tenant takes occupancy.