



OWNER INFORMATION

Owner(s) Name(s): _____ / _____

Address: _____

City, State, Zip: _____

Email Address: _____ / _____

Email: _____ / _____

Work Phone #: _____

Home Phone #: _____

Cell Phone #: _____

Date of Birth: ____/____/____

Information for Payment (Owner Draws):

Name on Account: _____

Bank Name: _____

Bank Routing Number: _____

Account Number: _____

Tax ID Number OR Social Security: ____/____/____

How did you hear about us?(Circle all that apply) **Internet** **Friend** **Advertisement** **Expo** **Other** _____

Who can we thank for referring you? _____

Requested Portfolio Minimum (If any) \$ _____

Current Tenant Information (If applicable)

Name (s): _____ / _____

Phone #(s): _____ / _____

Date Available: ____ / ____ / ____



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

Address of rental property: _____
 Target Rent per Month: \$ _____ to \$ _____
 Target Deposit \$ _____

Property Type (Circle one): House TownHome Duplex Apartment Condo

Year Built: _____

Total Sq. Footage: _____

Total Bedrooms: _____ Upstairs _____ Main Floor _____ Basement _____

Total Bathrooms: _____ Upstairs _____ Main Floor _____ Basement _____

Total Living Area: _____ 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 #/letter _____

Please Circle/ Check all that apply to your property:

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

Counter Top Type: Kitchen _____ Bath _____

Pets Allowed: Yes _____ No _____

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 _____



Please Circle all Utilities to be paid for by *TENANT*: Electric Gas Water Sewer Trash

Utility Companies (Even if tenant is not responsible):

Electricity _____
Gas _____
Water _____ Sewer _____ Trash _____

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 _____

Mailbox # _____ Mailbox Keys: Yes _____ No _____
House Keys _____ Garage Door Openers _____ Garage Door Code _____

Is your home part of an HOA? Yes _____ No _____

Name: _____
Address: _____
Email/ Website: _____
Phone: # _____
HOA fees included in rent? Yes _____ No _____ HOA fees \$ _____

Home Warranty Included? Yes No

Name: _____
Address: _____
Email/ Website: _____
Phone: # _____

What neighborhood amenities are included?

How do residents gain access to these amenities?

Please list any other additional amenities or details you would like placed in your ad: _____



School Information:

School District _____

Elementary School _____

JR High/Middle School _____

High School _____

Additional Amenities not Listed or Comments:

Property will be ready and available for lease on: ____/____/____

***Please be sure that all information on this sheet is correct and accurate. To be used for all advertising, etc...**