



## New Property Information Form To Accompany Management Agreement

Property Address:

### **General Marketing Information (Please complete all the sections that apply)**

Rental List Date:

Availability Date:

Initial List Price:

Owner Move Out Date:

Pets: Yes: No: I will consider pets with the following restrictions:

Owner Return to Property Clause Lease: Yes: No: I am going to be residing out of the area and will need to return to my property if I am relocated back to the area with my current employer.

Garage Door # Of Spaces: # Of Openers Provided:

# Of Parking Space(s): Parking Space #(s): Decal Required: Yes: No:

Mailbox#: Location of Mailbox:

Storage Unit#: Location of Storage Unit:

Fobs#: Move In Fee: Parking Fee:

Association Contact Number for Tenant Questions:

Pet Restrictions (For Association):

Yes: No: Additional Forms and Addendums to the Lease are required by the Association for the leasing of the property (please list all forms that are required).

### **Property Maintenance To Be Included as Part Of Lease:**

Lawn Service: Yes: No: If yes, please describe scope of service:

Pest Service: Yes: No: If yes, please describe scope of service

### **Owner Information for Showing(s):**

Showing Contact Name:

Contact Number: Yes: No: Send me Text messages to confirm a showing

Contact Email Address:

Notice Required: 24 Hour Prior Day 8 Hour 4 Hour Vacant

Pet at Property: Yes: No: (If yes, the pet will need to be secured or removed when there are showings)

Lockbox Install Location:

Where to park for showings:

Special Instructions for Agents/Realtors Showing the Property:



**Tenant Maintenance To Be Included As Part Of Lease:**

Yes: No: Mowing Yard Front: Back: Side:

Yes: No: Gutter Cleaning

Yes: No: Leaf Removal

Yes: No: Wood Fireplace Cleaning

Yes: No Replacing Furnace Filter Monthly: Every\_\_\_\_ Months:

Yes: No: Furnace Filter Is Part of System and Needs To Be Cleaned Every \_\_\_\_\_ Months

**Specific Property Information**

Homeowner or Condo Association Name:

Management Company Name:

Company Address:

Company Phone:

Company Email:

Company website:

Tenant Fees for any use of association facilities: Yes: No: If yes, please note cost and amenities included:

Number Of Passes:

Association Amenities (swimming pool, etc. included):

**Utilities/ Services Individually Metered (Tenant shall be responsible for payment of the following)**

Yes: No: Gas Co.:

Yes: No: Water/Sewer Co.:

Yes: No: Trash Co.:

Trash Pick Up Days and Location:

Recycle Pick Up Days and Location:

Yes: No: Cable/TV/Internet Co.:

Yes: No: Power Company:

**Utilities/Services Included As Part Of the Lease:**

**Main Utility Location Information:**

Gas Meter:

Electric Meter:

Gas Shut-Off:

Main Power Panel:

2<sup>nd</sup> Power Panel:

Main Water Shut-Off:

Exterior Hose Bib Shut-Off (1):

Exterior Hose Bib Shut Off (2):

Exterior Hose Bib Shut-Off (3):

HVAC Filter(s):

**Fixtures And Appliances Provided As Part Of The Lease:**

Yes:	No:	Stove Or Range Gas:	Electric	Yes:	No:	Cooktop Gas:	Electric:
Yes:	No:	Wall Ovens #:	Gas:	Electric:	Yes:	No:	Built-in Microwave
Yes:	No:	Refrigerator w/ Icemaker	Yes:	No:	Yes:	No:	Dishwasher
Yes:	No:	Disposal		Yes:	No:	Hot Water Heater Gas:	Electric:
Yes:	No:	Washer		Yes:	No:	Dryer Gas:	Electric:
Yes:	No:	Window A/C Unit(s) #:		Yes:	No:	Ceiling Fan(s) #:	
Yes:	No:	Furnace Humidifier		Yes:	No:	Dehumidifier	
Yes:	No:	Water Softener		Yes:	No:	Auto Garage Door(s) #:	
Yes:	No:	Garage Opener(s) #:		Yes:	No:	Alarm System	
Yes:	No:	Carpeting		Yes:	No:	Window Treatments	
Yes:	No:	Hardwood Floors (Polyurethane)		Yes:	No:	Hardwood Floors (Waxed)	
Yes:	No:	Hot Tub Equipment, Cover		Yes:	No:	Satellite Dish	
Yes:	No:	Cable Ready		Yes:	No:	HVAC Gas:	Electric:

Additional Fixtures and Appliances Not Listed Above:

**Appliance Information (Include all listed above that are included with lease):**

- Appliance:                      Make/Model/Serial #:
- Appliance:                      Make/Model/Serial #:
- Appliance:                      Make/Model/Serial #:
- Appliance:                      Make/Model/Serial #:
- Appliance:                      Make/Model/Serial #:
- Appliance:                      Make/Model/Serial #:
- Appliance:                      Make/Model/Serial #:
- Appliance:                      Make/Model/Serial #:
- Appliance:                      Make/Model/Serial #:
- Appliance:                      Make/Model/Serial #:
- Appliance:                      Make/Model/Serial #:

**Additional Information For Tenant:**

Completed By Owner Name: \_\_\_\_\_