



Owner/Property Information

APARTMENT – CONDOMINIUM – HOUSE

Owner Information

- Owner's Full Name: _____
- Owner's SS# or Tax ID: _____
- Owner's Date Of Birth: _____
- Owner's Phone Number: _____
- Owner's Email: _____
- Alternate Email: _____
- Owner's Address: _____

Authorized Representative Information In case we need to have approval in an emergence.

- Authorized Representative's Name: _____
- Authorized Representative's Phone Number: _____
- Authorized Representative's Email: _____

Management Information

- ****Service Commitment Level:**
 - Essentials (\$50)
 - Comprehensive (\$100)
- ****How do you prefer to receive proceeds?**
 - Check to Owner
 - Direct Deposit
 - Checking
 - Savings

Routing # (9 digits) _____

Account # _____
- Are there any mortgages on the property?
 - Yes
 - No
 - If yes,
 - Does payment include escrow for taxes and insurance?
 - Total monthly payment \$ _____

(**See Service Commitment Level Sheet for detail)

- **Please list any expenses you would like 1 Source to budget for using an escrow account: (property tax, insurance, HOA)
- | | |
|----------------|------------------|
| Expense: _____ | Amount: \$ _____ |
| Expense: _____ | Amount: \$ _____ |
| Expense: _____ | Amount: \$ _____ |
| Expense: _____ | Amount: \$ _____ |

- **Please list any monthly expenses you would like 1 Source to manage: (mortgage, utilities, monthly HOA dues)
- | | |
|----------------|------------------|
| Expense: _____ | Amount: \$ _____ |
| Expense: _____ | Amount: \$ _____ |
| Expense: _____ | Amount: \$ _____ |
| Expense: _____ | Amount: \$ _____ |
| Expense: _____ | Amount: \$ _____ |
| Expense: _____ | Amount: \$ _____ |

(**See Service Commitment Level Sheet for detail)

Property Information

- Property Address: _____

- Property Reserve Amount: \$ _____ (Minimum \$500)
- Pre-authorized limit Amount: \$ _____ (Minimum \$75)
- Desired Rent Amount: \$ _____
- Required Deposit Amount: \$ _____
- Will pets be allowed
 - Yes
 - No
 - If yes, please list any restrictions?
 - Cats: Yes No
 - Dogs: Yes No
 - Weight limit: _____
 - Other: _____

Please Provide As Much Of The Following Information

- Beds: _____
- Full Bath: _____
- ½ Bath: _____
- Square Feet: _____

- Please list any amenities included
 - Air conditioning
 - Balcony, deck, patio
 - Cable ready
 - Dishwasher
 - Oven/range
 - Refrigerator
 - Microwave
 - Washer/dryer hookups
 - Washer/dryer included
 - Pool

Please list any other information below
