

PROPERTY INTAKE FORM

Property Address: _____

Owner(s): _____ Point of Contact: _____

Owner Physical Address: _____

Type of Property (condo, house, etc.): _____ Square Footage: _____

Expected Availability Date: _____ Length of Lease Preferred: _____

Any Repairs needed before renting?: _____

Is there a current lease in place? ☐ YES ☐ NO (If yes we will need a copy & the tenant's contact info)

Pets allowed? ☐ YES ☐ NO If yes, what kind & any restrictions? _____

Is there an HOA? ☐ YES ☐ NO (If yes we need a copy of the rules/regulations & contact info)

INTERIOR:

of Bedrooms: _____ # of Full Baths: _____ # of Half Baths: _____ *Furnished? _____

*Other Spaces- Check all that apply:

☐ Dining Room ☐ Laundry Room ☐ Office ☐ Gym Space ☐ Sunroom ☐ Mud Room
☐ Garage ☐ Storage Space ☐ Balcony ☐ Deck ☐ Porch ☐ Fenced in yard ☐ Other _____

Type(s) of flooring inside: _____

Kitchen oven/Range: ☐ Electric ☐ Gas

Check if included: ☐ Dishwasher ☐ Microwave ☐ Garbage Disposal ☐ Ice Maker ☐ Other _____

Appliance info/sizes to note: _____

Water Heater: ☐ Electric ☐ Gas ☐ Tankless Location of Water Heater: _____

Property served by: ☐ Public Sewer ☐ Septic Tank

Cooling source for home: ☐ Central AC ☐ Window Unit ☐ Mini Split

Heating source for home: ☐ Heat Pump ☐ Gas ☐ Baseboard ☐ Mini Split ☐ Oil

Are utilities a tenant or owner's responsibility? (Electric, Heat, Wifi, Water/Sewer, Cable) & if it is the tenants, what are the average monthly costs & what utility companies service the rental? _____

If TV is included are there any streaming services or cable? _____

If WIFI is included what is the network & password? _____

Location of Electrical Breakers: _____ Laundry Info: _____

EXTERIOR:

Parking (street, lot, etc.): _____ Door Entry Type?: _____

Lawn Maintenance &/or Landscaping Responsibility: ☐ Landlord ☐ Tenant ☐ Lawnmower at property
for tenant use ☐ Property Manager hire a 3rd party & owner pays ☐ HOA ☐ N/A

If trash is on city pick up, which day do they retrieve cans? _____

Where is the mailbox located? _____ Any keys needed? _____

Any Property Amenities? _____

Any other important info on the property to note?
