

PROPERTY INTAKE FORM

Property Address: _____

Owner(s): _____

Owner Physical Address: _____

Point of Contact: _____

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?

Kitchen:

Oven/Range: Electric Gas

Check if included: Dishwasher Microwave Garbage Disposal Ice Maker

Appliance info/sizes to note: _____

Water Heater: Electric Gas Tankless

Cooling source for home: Central AC Window Unit Mini Split

Heating source for home: Heat pump Gas Baseboard Mini Split Oil

Are utilities tenant or owner's responsibility? Electric, Heat, Wifi, Water/Sewer, Cable/Digital TV: _____

Location of Electrical Breaker Box: _____ Location of Water Heater: _____

Laundry Info: _____

EXTERIOR:

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

Lawn Maintenance Responsibility: Landlord Tenant HOA N/A

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

Any Property Amenities? _____

Any other important info on the property to note?
