

Property Management Information Form

-PLEASE RETURN WITHIN FIVE DAYS-

Client Information:

1. Your name: _____ Vacate date: _____

2. Mailing Address: _____

3. Telephone: H _____ W _____

CELL _____ FAX _____

4. Primary e-mail _____ Alternate: _____

5. E-mail address to send your monthly statements: _____

6. If we will be mailing your rental proceeds checks to a financial institution rather than sending them electronically, indicate its name, your account number and attach a deposit slip to this form:

Name of financial institution; _____

Account number: _____

7. Homeowner's condominium association management company's name (be sure to provide us with applicable rules and regulations for the tenant): _____

8. Their telephone: _____ FAX _____

Property Amenities:

1. List all available amenities such as pool, tennis, party room, recreation facility, etc.:

2. Available memberships:

Tenant Rules and Regulations

If a condominium, indicate authorized moving days and times, any required fees, if and when fees are refundable and condominium office telephone number:

1. Moving schedule: _____
2. Fees: _____ Telephone: _____
3. Describe available parking, indicating space # (s) if applicable: _____
4. Explain parking garage access, note any required deposit, and if and when deposit is refundable: _____
5. If parking registration required, describe: _____
6. If pool ID required, describe: _____
7. Mailbox# or location: _____
8. Storage bin# or location: _____
9. Is tenant responsible for yard maintenance? _____

10. Does trash service provide leaf removal from curb? _____

11. Trash removal provided by HOA? _____ City/county? _____

Private contractor? _____ Pickup Schedule: _____

12. If private contractor indicate name and telephone: _____

_____ Telephone: _____

13. List any other tenant responsibilities to be included in lease such as swimming Pool or hot tub maintenance, hardwood floor protection, septic field switching, etc.:

Contracts:

1. List any service or maintenance contracts currently in effect noting account number, contractor, expiration date and telephone number of contractor:

2. List any appliances or fixtures currently under warranty, noticing expiration date:

3. Your fire/liability insurance company:

4. Your fire/liability insurance policy number:

5. Your agent's name and telephone:

6. If you have any kind of pest control or termite warranty in effect is it to be continued by us? _____ If yes, please list vendor name and telephone number: _____

7. Is there a security system? _____ If yes, please list monitoring company name, telephone number and the current access code: _____

_____ Code: _____

Utilities:

1. List utilities included in rent: _____

2. List appropriate vendor of the following utilities and services not included in rent:

Electric: _____ Gas: _____

Water: _____ Sewer: _____

Cable TV: _____ Trash: _____

3. Indicate any utilities currently in use: [] electric [] gas [] oil [] water [];

Don't forget to have the billing address changed to our office.

Repairs:

1. List any repairs, improvements or restorations in progress, including contractors' names and telephone numbers:

2. List any known repairs, improvements or restorations that we should initiate for you:

Property Information:

1. Location of main water shut-off: _____

2. Location of outside faucet(s) shut-off _____

3. Location of circuit breaker or fuse box: _____

4. Location of sump pump(s): _____

5. Location of gas meter: _____

6. Location of smoke detector(s): _____

7. Indicate the total number of **different** property keys by placing a “1” on the appropriate line. If a door has two different locks, place a “2” on the line:

Front _____ Back _____ Side _____ Garage _____ Lobby _____ Mailbox _____

Laundry _____ Storage _____ Window _____ Other _____