



Unit Information

Owner Information (Do Not Use Rental Address)

Owner 1: \_\_\_\_\_ DOB: \_\_\_\_\_ Email: \_\_\_\_\_
Owner 2: \_\_\_\_\_ DOB: \_\_\_\_\_ Email: \_\_\_\_\_
Owner Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
Home #: \_\_\_\_\_ Cell1: \_\_\_\_\_ Cell2: \_\_\_\_\_ Work#: \_\_\_\_\_

Tenant Information (If Currently Leased)

Lease Start Date: \_\_\_\_\_ Lease Expiration Date: \_\_\_\_\_ Current monthly rent? \$ \_\_\_\_\_
Amount of tenant's deposit? \$ \_\_\_\_\_ Is tenant currently delinquent? Yes [ ] No [ ] If yes, how much? \$ \_\_\_\_\_
Names on Lease: \_\_\_\_\_
Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Email: \_\_\_\_\_
How may we obtain: Current leases: \_\_\_\_\_ Tenant Deposits: \_\_\_\_\_

Unit Information

Unit type: House [ ] Duplex [ ] Apartment [ ] Condo [ ] Townhome [ ] Other: \_\_\_\_\_ Number of Stories: \_\_\_\_\_
Square footage: \_\_\_\_\_ Year built: \_\_\_\_\_ Bedrooms: \_\_\_\_\_ Bathrooms: \_\_\_\_\_
Parking: Garage [ ] #: \_\_\_\_\_ Carport [ ] Street [ ] Off street [ ] A/C: Central air [ ] Swamp cooler [ ] Location: \_\_\_\_\_
Dining Room Yes [ ] No [ ] Living room Yes [ ] No [ ] Stove Elec [ ] Gas [ ]
Master Bath Yes [ ] No [ ] Office Yes [ ] No [ ] Dryer Hookup Gas [ ] Elec [ ]
Shed Yes [ ] No [ ] Fenced Yard Yes [ ] No [ ] Heat Radiant [ ] Gas [ ] Elec [ ]
Deck/Patio Yes [ ] No [ ] Microwave Yes [ ] No [ ] Fireplace Yes [ ] No [ ]
Fridge Yes [ ] No [ ] Washer / Dryer Yes [ ] No [ ] Wood [ ] Gas [ ]
Disposal Yes [ ] No [ ] Cable / Dish Yes [ ] No [ ] Sprinkler System Yes [ ] No [ ]
Furnished Yes [ ] No [ ] Dish Washer Yes [ ] No [ ] Timer Yes [ ] No [ ]
Alarm System Yes [ ] No [ ] Pool Yes [ ] No [ ] Basement Yes [ ] No [ ]
Alarm Code \_\_\_\_\_ Hot Tub Yes [ ] No [ ] Finished [ ] Unfinished [ ]
Other Amenities: \_\_\_\_\_
Garage Code: \_\_\_\_\_ Building Code: \_\_\_\_\_ Gate Code: \_\_\_\_\_ Trash Pick Up: \_\_\_\_\_
Keys: \_\_\_\_\_ Garage door openers: \_\_\_\_\_ Mail box Number: \_\_\_\_\_ Mailbox Key: \_\_\_\_\_
Location of main water shut off: \_\_\_\_\_ (\$35 locating fee)
Location of sprinkler shut off: \_\_\_\_\_ (\$55 locating fee)

Management Information

Rental Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
Smoking Allowed: Yes [ ] No [ ] Negotiable [ ] Pets Allowed: Yes [ ] No [ ] Negotiable [ ]
Who pays the following: Gas: Owner [ ] Tenant [ ] How did you hear about us? [ ] Internet
Electric: Owner [ ] Tenant [ ] [ ] Agent
Water/Sewer/Garbage: Owner [ ] Tenant [ ] Accounting [ ] [ ] Friend
HOA or Condo Fees: Owner [ ] Tenant [ ] Accounting [ ] Other: \_\_\_\_\_
HOA Name: \_\_\_\_\_ HOA Contact: \_\_\_\_\_ HOA Phone: \_\_\_\_\_
Utility Company Name: Water \_\_\_\_\_ Sewer \_\_\_\_\_ Garbage \_\_\_\_\_
School Info: High: \_\_\_\_\_ Middle: \_\_\_\_\_ Elem: \_\_\_\_\_
Date property is available for rent: \_\_\_\_\_ Desired rent: \$ \_\_\_\_\_ Desired lease: Yearly [ ] Monthly [ ]
Is the property currently under threat of foreclosure? Yes [ ] No [ ] Are current mortgage payments up to date: Yes [ ] No [ ]
Any known outstanding maintenance? Yes [ ] No [ ] If yes, please describe: \_\_\_\_\_