

# PROPERTY INFORMATION SHEET



Complete and Submit Property Information Sheet to Get Started

## OWNER INFORMATION

Rental Property Address: \_\_\_\_\_

Name of Each Owner on Deed: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Primary Contact Number: \_\_\_\_\_

Alternate Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address for Owner: \_\_\_\_\_

Address to Mail 1099: \_\_\_\_\_

(if different from above) \_\_\_\_\_

Current on Mortgage  YES  NO; explain: \_\_\_\_\_

## OCCUPANCY DETAILS

Property is Currently:  Vacant  Owner Occupied  Tenant Occupied

Occupant Name: \_\_\_\_\_

Occupant Number: \_\_\_\_\_

Occupant Email: \_\_\_\_\_

When Will the Property be Available: \_\_\_\_\_

## IF SWITCHING MANAGEMENT COMPANIES

Current Management Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Have they been notified of termination yet?  YES  NOT YET; if not, when will they be? \_\_\_\_\_

# PROPERTY INFO PAGE 2

ALARM  YES  NO Company Name: \_\_\_\_\_

Company Number: \_\_\_\_\_

Alarm Location: \_\_\_\_\_

Arm Code: \_\_\_\_\_ Disarm Code: \_\_\_\_\_

Security Code Word Unless Alarm is Activated: \_\_\_\_\_

Will Alarm be Provided:  YES; Owner Pays  YES; Tenant Pays  NO

## DESIRED LEASE TERMS

Desired Rent Amount: \$ \_\_\_\_\_

Desired Lease Terms: Minimum: \_\_\_\_\_ Months Max: \_\_\_\_\_ Months

HOA/CONDO ASSOCIATION  YES  NO

HOA/Condo Name: \_\_\_\_\_

Management Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## UTILITIES

Power: \_\_\_\_\_ Phone: \_\_\_\_\_

Water: \_\_\_\_\_ Phone: \_\_\_\_\_

Gas: \_\_\_\_\_ Phone: \_\_\_\_\_

Trash & Recycling Pick Up Days: \_\_\_\_\_

## ADVERTISING DETAILS

Property Type:  House  Townhouse  Condo; floor \_\_\_\_\_  Duplex  Other: \_\_\_\_\_

Sq. Ft.: \_\_\_\_\_ # of Stories: \_\_\_\_\_ # of Bedrooms: \_\_\_\_\_ # of Bathrooms: \_\_\_\_\_

Garage:  None  1 Car  2 Car # of Assigned Parking Spaces: \_\_\_\_\_ Parking Space #: \_\_\_\_\_

Heat:  Gas  Electric Central Air?  Yes  No Water Heater:  Gas  Electric

Kind of Flooring in Property? \_\_\_\_\_

Pool  Yes;  Private  Community  No Comments: \_\_\_\_\_

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Neighborhood Amenities: \_\_\_\_\_

Any Special Features to Advertise: \_\_\_\_\_

Pets Allowed?  Yes  No Comments/Restrictions: \_\_\_\_\_

## APPLIANCES (check all that will be provided with rental)

	Model	How Old	Warranty? Y/N	Expiration
<input type="checkbox"/> Refrigerator	_____	_____	_____	_____
<input type="checkbox"/> Oven/Stove	_____	_____	_____	_____
<input type="checkbox"/> Dishwasher	_____	_____	_____	_____
<input type="checkbox"/> Microwave	_____	_____	_____	_____
<input type="checkbox"/> Garbage Disposal	_____	_____	_____	_____
<input type="checkbox"/> Washer	_____	_____	_____	_____
<input type="checkbox"/> Dryer	_____	_____	_____	_____
<input type="checkbox"/> Other:	_____	_____	_____	_____

## MAINTENANCE, HOME WARRANTY & SERVICE CONTRACT INFORMATION

Main Water Shut Off Location: \_\_\_\_\_

Home Warranty:  Yes  No Company Name: \_\_\_\_\_

Policy#: \_\_\_\_\_ \*provide documentation showing coverage

Does Your Property Have a Sprinkler System? If Yes, is it on City or Well Water? \_\_\_\_\_

If it is on a Timer, Provide Times \_\_\_\_\_

# PROPERTY INFO PAGE 4

Do You Have Any Service Contracts that Will Continue with Rental:  Yes  No

If yes, provide information for each below: (example: Pest Control, Lawn Maintenance)

Service Contract Provider Name: \_\_\_\_\_

Company Number: \_\_\_\_\_ Next Service Date: \_\_\_\_\_

Service Frequency: \_\_\_\_\_ Comments: \_\_\_\_\_

Service Contract Provider Name: \_\_\_\_\_

Company Number: \_\_\_\_\_ Next Service Date: \_\_\_\_\_

Service Frequency: \_\_\_\_\_ Comments: \_\_\_\_\_

Any Repairs or Maintenance that Needs to be Done Prior to Renting?  Yes  No

Who will be Completing the Work? \_\_\_\_\_

When will the Property be Ready for Occupancy?: \_\_\_\_\_

**KEYS** (check which keys will be provided & how many, the pre-filled ones are required):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Front Door <u>4</u> | <input type="checkbox"/> Back Door _____           | <input type="checkbox"/> Side Door _____      |
| <input type="checkbox"/> Shed Door _____     | <input type="checkbox"/> Crawl Space _____         | <input type="checkbox"/> Mailbox Key <u>2</u> |
| <input type="checkbox"/> Alarm Fob _____     | <input type="checkbox"/> Parking Pass _____        | <input type="checkbox"/> Pool Pass _____      |
| <input type="checkbox"/> Garage Remote _____ | <input type="checkbox"/> Garage Keypad Code: _____ |   |
| <input type="checkbox"/> Gate Code: _____    | <input type="checkbox"/> Building Code: _____      |   |

\*If TGRM has to make copies of keys, there will be a \$25 fee.

**PAPERWORK** (Provide Completed Documentation Listed Below with this Information Packet)

- ✓ Management Agreement
- ✓ W9
- ✓ Owner ACH Authorization Page w/ Voided Check
- ✓ Specific Power of Attorney
- ✓ Insurance Dec Page
- ✓ HOA/Condo Rules & Regs, if applicable
- ✓ Current Lease, if taking over property with tenant currently in place

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## LANDLORD SIGNATURES

I have read and understand and agree to all terms as presented in the Towers Group Realty & Management, LLC Agreement and Homeowners Handbook.

I agree that terms of the Towers Group Realty & Management, LLC Agreement and Homeowners Handbook can be changed by Towers Group Realty & Management, LLC at any time by written notification with 60 days notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

