

Rental Property Information Sheet

The owner whose name appears below will be the party authorized to transact business on behalf of all owners for the property managed at _____.

The tax id number and social security numbers provided on the additional documentation should match and this person and the tax forms will be created to reflect this information.

Name _____

Current Address

Street _____

City, St, Zip _____

All other owners _____

Mailing and/or service address of the rental property

Street _____

City, St, Zip _____

County _____

Ideal rental rate for property: _____

Description of Rental Property

Type:

☐ House ☐ Townhouse ☐ Condominium ☐ Duplex ☐ Other _____

☐ Furnished ☐ Unfurnished _____ Heated Sq Ft _____ Bedrooms _____ Bathrooms _____ 1/2 Bath

Year Build: _____

Parking:

☐ Garage ☐ Carport ☐ Driveway ☐ Off-street. _____ Maximum Number of Cars Permitted

Heat & Air Conditioning:

☐ Central Air _____ Total Number of Units _____ Type of Heat _____

Appliances:

☐ Stove ☐ Refrigerator ☐ Dishwasher ☐ Garbage Disposal ☐ Ice maker ☐ Washer ☐ Dryer

☐ Microwave ☐ Tankless or ☐ Traditional Water Heater ☐ other _____

☐ other _____ ☐ other _____ ☐ other _____ ☐ other _____

Additional features:

☐ Fenced Yard ☐ Screened Porch ☐ FROG ☐ Sunroom ☐ Flex Space ☐ 2nd Floor Porch

☐ Solar Panels ☐ Fireplace ☐ Gas ☐ Wood-burning

Special Features: _____

Neighborhood Amenities

☐ Pool ☐ Tennis Courts ☐ Playground ☐ Walking Trails ☐ Dock
☐ Boat ramp ☐ Boat/Trailer Storage

Utilities & Services	Company	Owner Responsible	Tenant Responsible
Electric			
Gas			
Propane Tank			
Garbage Collection			
Cable/Internet			
Landscaping			
Water			
Sewer			
Other			
Other			

*If property is furnished, please attach a complete inventory of all furnishings.

Appliances	Age	Serial #	Warranties

Special Terms and Conditions _____

Is the property currently occupied? _____ ☐ You/Owner ☐ Tenant ☐ Vacant

What date will the home be available? _____

Did a real estate agent refer you to us? _____

Name _____
 Company _____
 Phone _____
 Email _____

Owner Name: _____

Owner Signature: _____ Date: _____