



PROPERTY OWNER INFORMATION SHEET

SO WE CAN GIVE A BIG THANK YOU...

HOW DID YOU HEAR ABOUT US? INTERNET IF SO, WHAT WEBSITE? _____
 REFERRAL IF SO, WHO? _____ WALK-IN or OTHER _____

OWNERSHIP INFORMATION

Full Name of Owner(s) _____ Company Name (if applicable) _____

Home Phone _____ Cell Phone _____ Work Phone _____

Email Address _____ Fax Number _____

Mailing Address _____ City _____ State _____ Zip _____

Date of Birth _____ SSN / EIN _____

Consent to receive electronic 1099? Yes No (Paper) Initials: _____

PROPERTY _____
Address _____ City _____ State _____ Zip _____

PROPERTY TYPE: Single Family Multi-Family Commercial

If multi-family how many utility meters? _____

HOME SPECIFICATIONS

Bedrooms: _____ Bathrooms: _____ Square Footage: _____ Year Built _____

Garage: _____ Garage Door Opener: Yes # of remotes ____ No Dishwasher: Yes No

Garbage Disposal: Yes No Microwave: Yes No Washer/Dryer Included? Yes No Hookups

Air Conditioning: Refrigerated or Evaporative Furnace filter: Yes No Size (if applicable): _____

Location of furnace: _____

Sprinklers: Front Back Manual Automatic

Shut off location for sprinklers: _____

Water main shut off valve location: _____

Is there a homeowners association? Yes No

Are Pets Okay? Yes No (if yes, complete below)

Is your property currently listed for sale? Yes No

Do you want to allow: Cats only (Max #____) or

If so, please give us your Realtor's name and contact info:

Dogs only (Max #____) or Both (Max Total#____)

Water Source: City Well (If Well, check well type):

Individual Domestic: Shared Domestic Other

Limitations or Restrictions on use: _____

Liquid Waste: City Sewer Septic

Utility Company Name(s): _____

Owner's Insurance: Policy # _____

Insurance/Agent Name: _____

Acceptable Rent Rate/Month: \$ _____ Min.

Acceptable Lease Term: _____ Min _____ Max

Mail Box # _____ Parking Space # _____ Gate Code _____ Alarm Co. and Code _____

IN CASE OF EMERGENCY, PLEASE CONTACT:

(This must be someone who we can reach in the event you are not immediately available.)

Name Full Address

Relationship Home Phone Cell Phone Work Phone

Name Full Address

Relationship Home Phone Cell Phone Work Phone

OTHER INFORMATION

Special instruction to Broker/Agent for repairs: _____

Are all financial obligations for which the property is used as collateral or for which a security lien has been filed against the Property (i.e. mortgages, deeds of trust, real estate contracts, etc.) current? Yes No

If no, please explain: _____

Is this a Common Interest Community (CIC)? Yes No

If yes, explain if the CIC's Declaration of Covenants, Conditions and Restrictions restrict the leasing of the Property? _____

Is Owner a Foreign Person or Entity?

Yes

No

If so, does Owner consider the rental income from this Property as effectively connected with a U.S. Trade of Business?

Yes

No

Notice / Payment Address:
(If different than above)

Fax:

Email:

Checklist

Please make sure that you also have below items complete when turning in this form.

ACH Authorization

W-9 Form

Insurance Authorization

Utility Authorization

Check for reserve

Check for setup fee

Lead Based Paint Disclosure (if applicable)

We will only advertise your home when we have the contract signed by all parties and keys.

Owner declares that all instructions to Broker/Agent are contained on this form and authorizes Broker/Agent to exercise his/her best judgment on all matters not specifically covered herein.

Signature

Date