



PROPERTY MANAGEMENT INFORMATION

I. OWNER INFORMATION

Address of property: _____ Date property available: _____

Owner(s): _____

Home Address: _____

Phone numbers: Home: _____ Work (his): _____ Work (hers) _____

Cell phone number: (his) _____ Cell phone number (hers) _____

E-mail address: (his) _____ E-mail address: (hers) _____

SSN: _____ Date of Birth: (his) _____ Date of Birth: (hers) _____

Person to contact in case of emergency if you are unavailable (someone who will always know where you are):

Name(s): _____

Address: _____ Best Contact Number: _____

Insurance Company & Policy Number: _____

Termite Bond Company: _____ Renewal Date: _____ Amount: _____

(If you would like for us to pay the yearly renewal amount from your rent, please contact your company and let them know to bill us when it's due)

Homeowner's Association Contact Name and Number: _____

II. BASIC DESCRIPTION OF PROPERTY

Number of bedrooms: _____

Fireplace: Yes / No (is it wood burning or gas) _____

Number of baths: _____

Cathedral Ceiling: Yes / No

Square Footage: _____

Lawn Pump: Yes / No

Great Room/Family room _____

Estimate of monthly utilities combined _____

Formal Living Room or Den: Yes / No

Sprinkler System: Yes / No

Living Room/Dining Room Combo: Yes / No

What type of fence if any _____

Breakfast Nook: Yes / No

Screened Porch: Yes / No

Patio/Deck: Yes / No

Mailbox # if applicable _____

Type of Parking: 1-car carport _____ 2-car carport _____ Driveway/off-street _____

1-car garage _____ 2-car garage _____ Other _____

Special Features: _____

III. APPLIANCES TO REMAIN (Please list make and type for example...Kenmore side by side with icemaker...and approximate year it was installed if the house was not new when you moved in)

A. Refrigerator: _____

B. Range/Oven: _____

C. Cooktop: _____

D. Separate Oven: _____

E. Microwave: _____

F. Dishwasher: _____

G. Disposal: _____

H. Trash Compactor: _____

I. Washer and/or Dryer _____

IV. MECHANICAL INFORMATION

A. Air Conditioning/heating system (type): _____

B. Hot-water heater(s) (type: electric, gas or solar): _____

C. Lawn equipment (make, model, remaining warranty): _____

Lawn Pump (is it a well or city water): _____

Sprinkler System: _____

Automatic Timer: _____

D. Pool Equipment (make, age, remaining warranty): _____

Whirlpool/Hot Tub: _____

Pump: _____

Automatic Chlorinator: _____

E. Garage Door Opener (brand name): _____

F. Is this house on a septic system _____ Pump/Lift Station _____

V. PERSONAL/ATTACHED PROPERTY TO REMAIN ON PREMISES:

Ceiling Fans (Number and locations): _____

Number of smoke detectors: _____

Fireplace Screen/Equipment (type): _____

Grill (type): _____

Window Treatments (what type are they)

Great Room: _____

Bedroom 1: _____

Living Room: _____

Bedroom 2: _____

Dining Room: _____

Bedroom 3: _____

Kitchen: _____

Bedroom 4: _____

Doors: _____

Baths: _____

Others: _____

V. FLOOR COVERING AND TRIM

A. Floor Covering:

Carpet (color & type): _____

Vinyl Flooring: _____

Tile (note any cracks, mortar problems): _____

Wood (note condition of finish): _____

Other: _____

B. Interior Paint (brand & color): _____

C. Wall covering: _____

D. Exterior paint (brand & color): _____

E. Exterior wood (note any areas that are rotten or weak): _____

F. Roof (type, age, remaining warranty): _____

G. Storage Facilities (type & condition): _____

VI. PROCEEDS/DISBURSEMENT INFORMATION (Pick one)

_____ Disburse directly to owner monthly at home address OR:

_____ Retain overage until owner's notification OR:

_____ Electronic transfer (authorization form attached) OR:

_____ Deposit directly into account: Bank: _____

Address: _____ Account Number: _____

Checking or Savings (circle one)

_____ Make maintenance fee payment- Association: _____

Amount: \$ _____ Address: _____

VII. UTILITY INFORMATION (please list the NAME OF THE COMPANY that provides this service to your home...ie., Okaloosa County water or City of FWB water)

Electricity: _____

Gas: _____

Water: _____

Sewer: _____

Garbage (is it included with water or is it separate?) _____

Telephone (location of outlets): _____

Cable: _____ Location of the connections: _____

VIII. OTHER RENTAL INSTRUCTIONS/RESTRICTIONS

Pets allowed (note any limitations): _____

Pet fee required: \$ _____

Other: _____

IX. WITH THIS PAPERWORK YOU SHOULD PROVIDE THE FOLLOWING ITEMS (unless you are still living in the house):

- 4 keys to the home...ONE key fitting all lockable doors at the home (and keys to the mailbox, lawn pump and/or pool gate if applicable)
- All garage remotes (if applicable) and keypad combination (if applicable) _____
- At least 12 deposits slips to the bank where we will be depositing your money (if applicable)...we will ask for more as needed
- Homeowner's special instructions folder/letter including HOA rules and regulations and the number of whoever is the contact person