



PROPERTY OWNER INFORMATION PACKET

Date: _____

Name(s): _____

Rental Property Address : _____

Garage Code: _____ Parking Space #: _____ Mail Box #: _____

Desired Rent Price: _____ Year Built: _____

Note: If home was built before 1978 a lead based paint disclosure is mandatory for tenants.

Bedrooms: _____ Bathrooms: _____ Square Feet: _____

Owner move out date: _____ Date property will be ready for new tenant: _____

Contact Information

Owner New Mailing Address: _____

Primary Phone: _____ Contact Name: _____ Cell/Office/Home/Other

Phone 2: _____ Contact Name: _____ Cell/Office/Home/Other

Phone 3: _____ Contact Name: _____ Cell/Office/Home/Other

Phone 4: _____ Contact Name: _____ Cell/Office/Home/Other

E-mail Address: _____ Contact Name: _____

E-mail Address: _____ Contact Name: _____

E-mail Address: _____ Contact Name: _____

Emergency Contact: _____ Relation: _____

Email Address: _____ Phone Number: _____

Other Contact Information: _____

Owner Bank Information

Owner proceeds will be deposited to the bank account information you list below.

Bank: _____ Phone number: _____

Routing Number: _____ Account number: _____ Checking / Savings

Name(s) on Account: _____

Memberships/Associations

Association Name: _____

Association Contact Information: _____

Items Covered By Association: _____

Miscellaneous Association Information: _____

Are membership/association payments up to date? _____

Please attach complete rules and regulations of condo or association if possible.

Is there a co-op/condo move-in or move-out fee? _____ If yes how much? _____

Insurance Policy for Home

Insurance Company: _____ Agent: _____

Phone: _____ Email: _____

Policy #: _____

Does your policy allow pets? _____ Please list any pet restrictions that your insurance imposes in the pet policy section on the next page.

Equipment Left with Home

Security System: _____ Code: _____

Monitoring Telephone #: _____ Smoke Detectors Attached to System? _____

Number of Smoke Detectors: _____ Location of Detectors: _____

Please list everything you are leaving with the home. Include home appliances, kitchen appliances, garage door opener remotes, etc. Please indicate if any items will be non-warranted. _____

Agents are not responsible for items left in the home _____ (Initials)

If you choose to leave appliance manuals or instructions, please leave them in a binder or folder.

Home Warranty Information

Company: _____ Contract number: _____

Phone number: _____ Email: _____

Please list any additional/add-on coverages: _____

Termite Bond/Pest Control Information

Company: _____ Policy number: _____

Phone number: _____ Email: _____

Is this for termite bond, pest control, or both?: _____

Service Warranties/Contracts and Preferred Vendors (i.e. Appliance Warranties)

Item 1 _____ Model number: _____

Company: _____ Phone number: _____

Email: _____ Expiration date: _____

Item 2: _____ Model number: _____

Company: _____ Phone number: _____

Email: _____ Expiration date: _____

Item 3: _____ Model number: _____

Company: _____ Phone number: _____

Email: _____ Expiration date: _____

Please provide us a copy of any related paperwork for your file. Warranties and service contracts to be held in our office.

Pet Policy

Are Pets Acceptable? _____ If yes, What restrictions are to be imposed? Please include any restrictions on breed, weight, and number. _____

Please be aware that any decision about pets is up to you. However, the more restrictive you make your pet policy, the fewer potential tenants will be interested in your home. Most of our tenants have pets. Most of our homeowners choose to allow pets "upon approval." We will contact you and you can make a decision on a case-by-case basis if you choose this option.

Other Property Information

Do you have a sprinkler system? _____ Is it working properly? _____

Is your lawn pump on a well? _____ Is lawn care included in the rent? _____

Lawn care company: _____ Email: _____

Phone: _____ Would you like us to handle billing for your lawn care? _____

Does your home have a pool/spa? _____ Is it working properly? _____

Is pool/spa service included in the rent? _____

Pool service company: _____ Email: _____

Phone: _____ Would you like us to handle billing for your pool service? _____

Is your home equipped with hurricane shutters? _____ What type? _____

Is the AC/HVAC working properly? _____ When was the last time it was serviced? _____

Does your home require gas? _____ Please list all gas appliances _____

Does your home have a fireplace? _____ Can the tenant use it? _____

Is it gas, electric or wood burning? _____

Is the home on septic or sewer? _____ For sewer, do you have a grinder pump? _____

For septic, do you have a lift station? _____ When was the septic last pumped? _____

Is the home subject to foreclosure? _____

Has the property ever been cited by code enforcement? _____

Are you up to date on your mortgage payments? _____

Are you up to date on insurance payments? _____

Have you had any insurance claims? _____ If yes, please describe in detail the issue and the outcome. _____

Have you had any flood damage? _____ If yes, please describe in detail the issue. _____

Do you plan to sell your home anytime soon? _____

Previous Management Information

Is your home currently managed by a different person/agency? _____

If yes, do you have a current and valid agreement with them for this home? _____

Company: _____ Contact name: _____

Phone number: _____ Email: _____

Please provide any pertinent documentation to our office.

Current Occupant Information

Is this home occupied? _____ If yes, by tenant or owner? _____

Tenant name(s): _____

Phone numbers: _____

Email Addresses: _____

Please provide our office 3 full sets of labeled keys including the access point for each key (i.e. door location).

Additional information: _____

I have filled out the information in the packet accurately and to the best of my abilities.

Print: _____ Sign: _____ Date: _____

Print: _____ Sign: _____ Date: _____

1099 Electronic Agreement

If you consent to electronic only delivery of your 1099-MISC,

- It will be available until at least October 15th of the year following the year on the 1099-MISC.
- It will be delivered to the primary email address we have on file for you. It may also be delivered to the other email addresses we have on file for you.
- You will receive your 1099-MISC electronically only indefinitely, unless you revoke this consent in writing.
- You can still request a paper copy at any time by contacting our office.
- You may have to download Adobe Acrobat Reader to view the document.

If you do not consent to electronic only delivery, we will continue to provide you a paper copy to the mailing address we have on file for you.

I consent to receiving my 1099s electronically only.

Print: _____ Sign: _____ Date: _____

Print: _____ Sign: _____ Date: _____