

Property Information Sheet (to be completed by owner)

Please complete the property information sheet and provide the necessary documentation so that we can efficiently begin the setup process. If there is an HOA please provide any rules and regulations that we need to provide to the tenant. (If you are unsure of an answer please notate that on the form. Owner is responsible for inaccurate information provided to

Property Address: _____

City, State, Zip: _____ County: _____

Subdivision/Complex name: _____

Year built _____ Square feet _____ Full baths _____ Half baths _____

Handicap accessible Yes No # of Fireplace(s) _____ Fireplace operable Yes No

Basement Yes No If yes, basement Finished Unfinished N/A

Fenced Yard: Yes No Is landscaping service included in rent? Yes No
If yes, do you currently have a landscaper? Yes No If yes provide contact info: _____

Automatic Sprinklers Yes No N/A If yes, where is the control panel? _____

Rooms (Check all that apply): Living Room Family Room Dining Room Loft Bonus Room
 Sunroom Den Eat-in Kitchen In-Door Laundry Room Other: _____

Is the property currently for sale? Yes No If yes, when does the contract expire? _____

Company Name/Agent Contact Info: _____

Stories _____ Unit Floor # (if condo) _____ Furnished Yes No

Keys needed for (label and check all that apply) Property Key Pool Mailbox Storage

Other keys needed _____

If Complex w/assigned parking, etc. # of Spaces _____ Parking Space #(s) _____ Mailbox # _____

Pool Code or Card _____ Gate Code _____ Other _____

Security System Yes No If Yes, Code _____ To be used by Tenant Yes No

Company Name & # _____ Password for Company _____

Parking: Paved Driveway Gravel Garage # Garage Spaces _____ # Garage Openers _____

Garage Description (Check all that apply) Attached Carport Attached Garage Detached Carport
 Detached Garage For full tenant use Yes No

Smoke Detectors Yes No How Many _____ Location of each _____

When were batteries last changed/checked? _____

Carbon Monoxide Detector(s) Yes No Location of each _____

Filters for A/C etc. (size and locations) _____

Please check all that apply for the following:

Exterior Finish: Aluminum Block Brick Formed Stone Log Pre-Cast Stone Stucco Vinyl Wood Other: _____

Flooring: Brick Carpet Carpet over Wood Concrete Slab Laminate Tile Vinyl Wood Wood Laminate Other: _____

Community Amenities: Pool Lake Boat Access Clubhouse Fitness/Gym Walking Trails Golf Course Playground Park Other: _____

If any of the above are checked are they included in the rent? Yes No

Any Membership Fees to be paid by tenant? Yes No If yes, provide detail _____

Other attributes: Deck Patio Ceiling Fan Hot Tub Pool Blinds/Drapes Disposal Historic District Lake Front Dock Newly Remodeled Pond Sauna Skylights Wetbar Vaulted Ceilings Granite Counters Other: _____

Leasing Information

Desired monthly rent \$ _____ Section 8 Accepted Yes No Currently Occupied Yes No

If Occupied, by Tenant Owner Occupant name and phone # _____

If tenant occupied please provide a copy of the lease, application, all documentation, & security deposit)

If occupied, is there a move out date? Yes No If yes, what is the move out date? _____

Pets allowed Yes No If yes please check all that apply: Up to 25lbs only Case by Case Dogs only Cats only No restrictions Other: _____

Lease terms: 1 Year 6 month Month-to-Month Other: _____

Features and Utilites (please check all that apply)

Appliances included (for tenant use): Built in range Trash Compactor Dishwasher Disposal Dryer Exhaust Fan Microwave Oven Range/Oven Refrigerator Washer Washer/Dryer Hookups Whole House Fan Other: _____

Heating: Active Solar Electric Baseboard Fireplace Floor Furnace Forced Air Heat Heat Pump Dual Zone Heat 2 Systems Forced Air Passive Solar Wall Furnace Pellet Stove Other: _____

Heating Fuel: Coal Electric Natural Gas Propane Gas Solar Wood Fuel Other: _____

Cooling: Attic Fan Attic Ventilator Central Air Dual Zone 2 Systems A/C Wall Unit(s) Window Unit(s) None Other: _____

Water: Community/Subdivision Private Public Well Other: _____

Sewer: Community/Subdivision Private Public Septic Other: _____
Sump Pump Yes No

Water Shut Off Location: _____ Is water currently on? Yes No
Water Company Name/Number: _____
Power shut off location: _____ Is Power currently on Yes No
Power Company Name/Number: _____
Gas Company if different from power: _____

Trash pickup day: _____ Recycling Yes No Yard waste Yes No
Cans supplied by Trash Company Tenant Owner
Trash Company Name/Number: _____

Warranty Information

Are the appliances Warranted Yes No If so, which appliances: _____
Who provides the warranty Builder Owner Home Warranty Company Other: _____

Home Warranty on the Property Yes No If yes provide a copy of the contract.
Home Warranty Company: _____ Phone # _____ Contract# _____

Builder's Warranty on the Property Yes No Phone # _____ Contract # _____

Other warranties: _____

Home Owner's Insurance Yes No Company/Contact Info: _____

Home Owners Association Yes No HOA Name/Phone #: _____
(Please provide a copy of all documents tenant is required to fill out, CC&Rs, Rules and Regulations)

HOA Dues \$ _____ HOA Dues Include: _____
(HOA dues are the owners responsibility unless otherwise noted)

Owner Contact Information (please print clearly):

<u>Primary Contact</u>	<u>Secondary Contact</u>
Name _____	_____
Mailing Address: _____	_____
_____	_____
Home Ph: _____	_____
Work Ph: _____	_____
Cell Ph: _____	_____
Other Ph: _____	_____
Email: _____	_____
How did you hear about us? _____	_____
_____	_____

Once form is filled in, please download it, save it and send it over to
office@wemanagehouses.com