

RESIDENTIAL PROPERTY INFORMATION

PROPERTY ADDRESS: _____

OWNER NAME: _____ EMAIL ADDRESS _____

OWNER SOCIAL SECURITY NUMBER _____ FAX NUMBER _____

HOMEPHONE: _____ WORKPHONE _____ CELLPHONE _____

PLEASE TAKE A MOMENT TO LET US KNOW THE FOLLOWING:
REASONS WHY THE OWNERS CHOSE TO HIRE A MANAGER? _____
REASONS OWNER CHOSE ESTATE BROKERS LLC OVER OTHER COMPANYS? _____
HOW WERE YOU REFERRED TO ESTATE BROKERS LLC? _____

SERVICES: PLEASE PROVIDE UTILITY COMPANY INFORMATION FOR YOUR FUTURE TENANTS

TELEPHONE _____ ELECTRIC _____

WATER & SEWER _____ CABLE TV _____

ARE APPLICANCE GAS OR ELECTRIC _____ GAS COMPANY _____

ALARM SYSTEM _____ ALARM CODE _____

GUARD GATE # _____ GATE REMOTE _____

HOME WARRANTY: (Please provide copy of warranty) Phone _____
Company _____ Policy _____

INCLUDES: (Y/N, #, or Info.)

BEDROOMS _____ BATHS _____ FAMILY ROOM _____ LIVING ROOM _____ FIREPLACE _____

DINING ROOM _____ EAT-IN KITCHEN _____ DEN/OFFICE/BONUS ROOM _____ INSIDE UTILITY ROOM _____

SHED _____ SPRINKLER _____ CH/AC _____ CARPET _____ TILE _____ FANS _____ REFRIGERATOR _____

ICE MAKER _____ RANGE _____ DISHWASHER _____ DISPOSAL _____

BUILT IN MICROWAVE _____ WASH/DRYER _____ STACKABLE _____ WAHER/DRYER HOOKUP _____

WINDOW TREATMENTS _____ HOUSE TYPE _____ SQ FT _____

GARAGE # _____ GARAGE REMOTE # _____ CARPORT _____ PARKING SPACES _____ FENCED _____ OPEN _____

PATIO _____ SCREENED PATIO _____ COVERED PATIO _____

OPEN POOL _____ SCREENED POOL _____ HEATED _____ AUTOCLEAN _____ JACUZZI/SPA _____

ADDITIONAL ITEMS NOT LISTED ABOVE: _____

RESIDENTIAL PROPERTY INFORMATION

MISCELANEOUS:

PROPERTY RECORDS

YEAR PROPERTY WAS BUILT _____ (PRIOR 1978 Lead Based Paint Disclosure must be signed)
ANY SPECIAL ARRANGEMENTS TO BE NOTED:

IS POOL CARE PROVIDED Y / N _____

Estate Brokers LLC, Inc. recommends having a professional pool care service. Owner understands the risk involved when allowing the tenant to maintain the pool care.

IS LAWN CARE PROVIDED, IF SO WHO _____ # _____

ARE PETS ALLOWED _____ RESTRICTIONS _____

HOMEOWNER ASSOCIATION: _____ **CONTACT:** _____

PLEASE ATTACH RULES AND REGULATIONS

ADDRESS _____ PHONE: _____

SHALL ESTATE BROKERS SEND HOA PAYMENT? _____

COMMUNITY AMENITIES: POOL ___ TENNIS ___ OTHER SPECIFY _____

INSURANCE COMPANY: _____ **CONTACT:** _____

POLICY#: _____ PHONE#: _____

SHALL ESTATE BROKERS MAKE PAYMENTS TO THE INSURANCE COMPANY? _____

DATE DUE: _____ PAYMENT: _____

OWNER RECEIVED:

HOA LETTER? _____ MORTGAGE LETTER? _____ INSURANCE LETTER? _____

DIRECTIONS TO PROPERTY: (or attach Google Map directions turn by turn)

ANTICIPATED MONTHLY RENT: _____

FOR OFFICE USE

AVAILABLE DATE: _____ **OCCUPIED** _____ **TENANT OCCUPIED** _____ **VACANT** _____

SHOWING INSTRUCTIONS: _____

MARKETING REMARKS: _____

DIGITAL PHOTOS TAKEN: ___Y/N___ **KEY #** _____ : **LOCKBOX CODE** _____ **OTHER** _____

NOTES: _____

MLS # _____

OWNER SIGNATURE _____ **DATE** _____

AGENT _____ **DATE** _____