

PROPERTY MANAGEMENT INFORMATION FORM
(To be used with the Property Management and Exclusive Rental Listing Agreement)

Owner's Name: _____ Social Security Number: _____
2nd Owner's Name: _____ 2nd Owner's Social Security Number: _____

Rental Property Address: _____
Forwarding Address: _____

Home & Cell Phone: _____ Work Phone: _____
Email Address (multiple if applicable): _____
Local Contact for Emergency & Phone: _____
Real Estate Agent and Contact Info: _____

Homeowner's Association: _____
Condominium Association: _____
Management Name and Contact Info: _____

Number of Assigned Parking Spaces: _____ Parking Space Numbers: _____
Storage Number: _____ Mailbox Number: _____
Move-in/Move-out Fees: _____ Will you allow Pets? _____
Move-in/Move-out Restrictions: _____
Lease Addendum required? Yes No

Disbursement of Funds:

Is agent to make Deed of Trust (mortgage payment)? Yes No Tax Payments? Yes No
Is agent to make HOA and/or Condo Association Payments? Yes No Insurance? Yes No

- Please provide PPMI with Due Date, Mailing address, Payable To, and Amount Due.
- Owner must notify Mortgage Company if agent is to handle account.
- Be sure to supply payment book or cards.
- Agent must have funds in your account to make payments.
- If Agent is to pay for HOA/Condo Dues, Insurance, and/or Taxes please provide the necessary information (due date, mailing address, how much, etc).

Insurance:

- Make sure you amend your policy to a Landlord/Tenant Policy from a Homeowner's Policy

Company: _____ Agent: _____ Phone: _____
Policy Number: _____ Expiration: _____

Utilities:

Electric Company: _____
Gas Company: _____ Where is the gas meter located? _____
Water Company: _____ Sewer Company: _____
Where is the main water shut off? _____
Where are the exterior hose bib shut offs? _____
Trash Company: _____ Pick-Up Days? _____
Fuel Oil Company: _____ Size of Tank: _____
Septic Tank Capacity: _____ Date last pumped? _____
Well and Pump Service: _____
Cable TV/Internet/Phone Provider: _____

Service Contracts and Warranties:

HVAC: _____
Pest: _____
Lawn: _____
Warranties: _____
Other: _____

Agent will call owner's contractors whenever possible, but in no event shall agent be held liable should agent fail to do so.
AGENCY: Unless otherwise disclosed in writing, the parties acknowledge that the realtor is the agent of the landlord/owner, and not the tenant.

- Please provide any HOA/Condo Bylaws/Rules and Regulations.
- Please provide any Service Contracts/Warranties.
- Please provide any mortgage coupons, info, HOA/Condo payment info, insurance, and tax info that agent is due to pay. Without payment info and/or funds, agent will not be able to make payments on your behalf.
- Please provide any known defects and/or special maintenance requirements.