

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.