



# PROPERTY INFO SHEET

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www.UniversalRPM.com

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Subdiv: \_\_\_\_\_ Yr Built \_\_\_\_\_ SQ.FT. \_\_\_\_\_ Beds \_\_\_\_\_ Baths \_\_\_\_\_ Available Date: \_\_\_\_\_

1. Is the unit occupied?: \_\_\_\_\_ By whom: \_\_\_\_\_ Phone #: \_\_\_\_\_

2. Is there a view? (Circle): Golf Lake Pond Conserv. Pool Other: \_\_\_\_\_

3. Is Cable TV inclu. in HOA? \_\_\_\_\_ Is anything else included in the HOA (water, etc)?: \_\_\_\_\_

4. Pets ok?: Y( ) N( ) Many of the units your property will be competing with will be accepting pets. More than 60% of the renting population has family pets, not allowing pets could **SIGNIFICANTLY LENGTHEN THE TIME** to locate a qualified tenant. Our recommendation 98% of the time is to absolutely allow pets. Certainly no dangerous pets, such as pitbulls, etc. Please inquire about our aggressive pet policy.

5. College Students Ok? Y( ) N( ) Owner ok with 7mo. Lease? Y( ) N( ) 9mo. Lease?: Y( ) N( ) Best end date: \_\_\_\_\_

6. Personal Property Included (Also, if there is a warranty, place warranty info on the blank like)

Is there a Microwave?: Y( ) N( ) .....if not, owner putting one in? Y( ) N( ) \_\_\_\_\_

Washer/Dryer?: Y( ) N( ) .....if not, owner putting one in? Y( ) N( ) \_\_\_\_\_

Fridge?: Y( ) N( ) .....if not, a Fridge must be installed, ok? Y( ) N( ) \_\_\_\_\_

Garage Door opener?: Y( ) N( ) .....if not, owner putting one in? Y( ) N( ) \_\_\_\_\_

Blinds?: Y( ) N( ) .....if not, Blinds must be installed, ok? Y( ) N( ) \_\_\_\_\_

Other personal items: \_\_\_\_\_

(If you need more room to write down add'l personal items, please email us the list to URPM@TampaStPeteRentals.com with your property address as the subject line)

7. Community Amenities: \_\_\_\_\_

8. HOA pay for lawn care?: Y( ) N( ). Is there a vendor currently mowing lawn? Y( ) N( ) Their fee per month? \$ \_\_\_\_\_ Their contact info: \_\_\_\_\_

Pool Co Contact Info: \_\_\_\_\_

9. Is the property governed by an HOA? Y( ) N( ) If YES, you must provide current & all future association rules, regulations and info. Have you been approved by the HOA to lease your property? Y( ) N( )

HOA Phone #: \_\_\_\_\_ Contact person: \_\_\_\_\_

Is there a HOA applic fee? Y( ) N( ) If so, how much per person? \$ \_\_\_\_\_ Does the HOA allow roommates?: Y( ) N( )

Does the HOA need a copy of the lease, or any other forms?: \_\_\_\_\_

10. Warranty Co: \_\_\_\_\_ Phone: ( \_\_\_\_\_ )

(Please note that we will need ALL warranty info emailed to URPM@TampaStPeteRentals.com)

Acct #: \_\_\_\_\_ 11. Fire extinguisher? \_\_\_\_\_ if not place one in garage.

12. How many parking spots? \_\_\_\_\_ Spot numbers: \_\_\_\_\_

Is there a Home Alarm code? Y( ) N( ), if yes, what is the code?: \_\_\_\_\_ Other Alarm instruct.: \_\_\_\_\_

Is there a Subdiv gate code?: Y( ) N( ), if yes, what is the code?: \_\_\_\_\_

How many POOL keys do you have: \_\_\_\_\_ Storage Key?: \_\_\_\_\_ Mailbox keys: \_\_\_\_\_ Mailbox #: \_\_\_\_\_

Have you contacted the guard gate office to add Orlando Realty & Property Mgmt + OTHER AGENTS to the list to enter subdivision? Y( ) N( )

If there is Garage Door Openers or Security Gate Openers, we will need 2 of each of those.

13. Location of air filer: \_\_\_\_\_ of water shut off valve: \_\_\_\_\_

14. BEFORE ADS CAN BE PLACED, WE NEED ALL KEYS, OPENERS, CODES. Mailing? Please FEDEX (the sooner we have your keys, the sooner the property can be leased!) How will you get the 3 front door keys & ALL keys/remotes to our office? (Circle): Mail Drop

15. Electric Co.: \_\_\_\_\_ Water Co.: \_\_\_\_\_ Cable TV: \_\_\_\_\_ Phone Co: \_\_\_\_\_

Trash pick up days: \_\_\_\_\_ Gas/Other utility name & #: \_\_\_\_\_

16. Is there a Septic Tank: Y( ) N( ) - Last pump date: \_\_\_\_\_

17. Anything else we need to know: \_\_\_\_\_

18. Owner Address: (Please write clearly) \_\_\_\_\_

Owner's Name(s): \_\_\_\_\_ (Cell) ( \_\_\_\_\_ ) \_\_\_\_\_ (Please write clearly)

( \_\_\_\_\_ ) ( \_\_\_\_\_ ) \_\_\_\_\_ Emergency contact #: ( \_\_\_\_\_ ) \_\_\_\_\_

(Work, Home?) (Please place your name, address and atleast 3 phone numbers even if you think we have them.)

Email: \_\_\_\_\_ 2nd email \_\_\_\_\_

(Please write clearly)

19. Ad Price: \_\_\_\_\_ How did you hear about us? Internet: ( ) or Referred by: \_\_\_\_\_

20. Answering all of the questions accurately will help us lease/manage your property more effectively. I have filled out this document **COMPLETELY**, provided at least 2 phone #s & 2 email addresses and have emailed ALL warranty info. Please initial below.

Owner Initials

Internal

Internal