

OWNER CONTACT INFORMATION SHEET

Property Address _____

Owner 1

Owner 2

Owner's Name: _____

Home Phone: _____

Mobile Phone: _____

Work Phone: _____

Email: _____

Email @ Work: _____

Mailing Address

To: _____

Address: _____

City: _____ State: _____ Zip: _____

Emergency Contact

Contact's Name: _____

Daytime Phone Number: _____



Evening Phone Number: _____

Relationship: _____

Insurance

Advise your insurance company that the property will be a rental unit. To protect your investment, the coverage amount should equal the actual cash value of your property. The management agreement requires owners to carry liability coverage to protect all parties. Texas insurance regulations require that any existing home owner policy be canceled. Provide us with copies of your insurance policy no later than 30 days after signing the management agreement.

Insurance Company: _____

Policy # _____ Expiration Date: _____

Agent: _____ Agent's Phone # _____

Home Warranty

Home Warranty Company: _____

Policy # _____

Service Phone Number: _____ Expiration Date: _____

- There is no home warranty for this property.
- I would like information on purchasing a home warranty.
- I do not intend to carry a home warranty.

Security System



Security System: Y N

Owned?

Leased?

Security Alarm Code: _____

Company: _____

Phone # _____ Monthly Fee: _____

Garage Door Opener

Number of Garage Door Openers: _____ Number of Remotes: _____

Garage Keypad Code: _____

Model: _____

Number of Garage Door Keys: _____

Home Owner's Association

Is this property in a mandatory Home Owner's Association? Y N

Name of Company: _____

Contact Name: _____

Phone # _____

Pool Gate Code: _____

of Pool Gate Keys: _____ # of Pool Gate Cards _____

Utility Companies

Electric Company: _____

Water/Sewer Company: _____



Gas Company: _____

Trash Collection Company _____

Owner Checklist

When is property available for move-in?

Date: ___/___/___

What date may we begin showing the property to prospective tenants? Date:

___/___/___

_____ Is there a smoke detector on each level and in each bedroom of the property?

_____ Can all exterior doors be unlocked from the inside without a key?

_____ Are there burglar bars installed? If YES, are they in code? _____

_____ Are all blinds which are being left behind in working order, clean and free from damage?

_____ Are all windows, storm windows, and screens in place, clean and free from damage?

_____ Do all windows open and close properly, lock and remain in position when open?

_____ Have all personal items been removed from the property, including items in closets, cabinets, shed, garage, yard, and attic?

_____ Have all shrubs been trimmed to a height no taller than window level?

_____ Have all trees been trimmed to a minimum of 18 inches from the roof?

_____ Have you mowed and trimmed the yard immediately before you moved out?
(We may have to mow again if more than one week remains before a tenant is scheduled to move in.)

_____ Are gutters properly attached, working, clean, and free of debris?

Carpet Cleaning

_____ Are the carpets clean?



When is the last time the carpets were professionally cleaned?

_____ Do you want us to schedule carpet cleaning after you move out?

Cleaning

_____ Is the home cleaned and in move-in condition?

_____ Do you want us to schedule general cleaning after you move out?

When was the last time the filters were changed? _____

Air filter size: _____ # of Return Air Vents: _____

Lease

_____ Is there an existing lease? If YES, please provide the following:

- Current Lease Application
- Current Security Deposit Agreement
- Current Move-In/Out Inventory and Condition Form
- Current Leasing Agreement Form

_____ Is your property currently being managed? If YES, please include a copy of your management agreement.

_____ Will you allow pets at the property?

_____ Does your property have a refrigerator?

_____ Does your property have a washer and dryer?

Is there any additional information that you feel we need to know?



Four horizontal lines for text entry.

