

## SINGLE FAMILY PROPERTY INTAKE FORM

### Property Information

Owners:

Property Address:

Is there an HOA?                      Yes                      No

If yes, please provide HOA contact information:

Company Name:	Manager:
Phone:	Email:

### Property Design and Type

House	Town Home	Condo		
1 Story	1 ½ Story	2 Story	3 Story	Other

### Parking

Garage	Carport	Driveway	Community Parking	Garage
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Is there an Automatic Garage Opener?                      Yes                      No

### Pets

Cats allowed	Dogs allowed (under 50lbs)	Dogs Allowed (over 50lbs)
No Pets		

### Interior

# of Bedrooms:                      # of Full Baths:                      # of Half Baths:

Is there a Basement?                      Yes                      Finished                      Unfinished                      No

Is there a Fireplace?                      Yes                      Gas                      Wood                      No

Is there an alarm system?                      Yes                      No

### Appliances

Range:                      Gas                      Electric

Oven:                      Gas                      Electric

Refrigerator	Dishwasher	Microwave	Garbage Disposal
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Washing Machine      Dryer

Water Heater:      Gas      Electric      Tankless

A/C:      Central      Window Unit

Heat:      Hot Water      Baseboard      Forced Air      Heat Pump

Fuel Heat:      Electric      Natural Gas      Propane      Oil

Sewer:      City      Septic Tank (last cleaned):

Water:      City Water      Community Well      Individual Well

Location of Water Shut Off to House:

Location of Electrical Breakers:

### Utility Companies

	Name	Paid by Tenant
Electric		
Gas		
Water/Sewer		
Trash		
Security		
Internet		
Cable		

### Exterior

Lawn Maintenance Responsibility	Tenant	Landlord	N/A
Is there an irrigation system?	Yes	No	
Is there a swimming pool?	Yes	No	
Swimming pool maintenance	Tenant	Landlord	
Is the backyard fenced in?	Yes	No	

Mailbox location:

**Community Amenities**

Clubhouse	Included in Rent	Tenant Expense
Tennis Court	Included in Rent	Tenant Expense
Swimming Pool	Included in Rent	Tenant Expense
Golf Course	Included in Rent	Tenant Expense
Playground	Included in Rent	Tenant Expense
Boat Launch	Included in Rent	Tenant Expense
Boat Slips	Included in Rent	Tenant Expense

**Home Warranty**

Is there a home warranty in place?      Yes      No

Company Name & Phone:

Account Number:

**Preferred Vendors**

If you have any preferred vendors (electricians, plumbers, carpenters, etc), please provide their information below:

Name:	Phone	Service
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