



**PROPERTY INFORMATION AND AMENITIES FORM**

**OWNER INFORMATION**

Rental Property Address: \_\_\_\_\_

Name of Each Owner on Deed: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address of Owner: \_\_\_\_\_

Address to mail 1099 and/or checks: \_\_\_\_\_

*(if different than above)*

Current on Monthly Mortgage?  YES  NO

Comments: \_\_\_\_\_

**OCCUPANCY DETAILS:**

Property is currently:  Vacant  Owner-Occupied  Tenant-Occupied

Occupant Name: \_\_\_\_\_

Occupant Phone: \_\_\_\_\_ Email: \_\_\_\_\_

When will property be available for leasing? \_\_\_\_\_

*\*Include copy of current lease agreement with tenant\**

**IF SWITCHING MANAGEMENT COMPANIES:**

Current Management Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Have you notified them of termination?  Yes  Not Yet  Please send me sample termination letter.

**ACCESS DETAILS:**

Alarm:  Yes  No Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Alarm Location: \_\_\_\_\_ Arm Code: \_\_\_\_\_ Disarm Code: \_\_\_\_\_

Security Word in case Alarm is activated: \_\_\_\_\_

Will alarm be provided?  YES; owner pay  YES, if tenant wants to pay, or can disconnect  NO

**UTILITIES:**

Electric: \_\_\_\_\_ Phone: \_\_\_\_\_

Water: \_\_\_\_\_ Phone: \_\_\_\_\_

Gas: \_\_\_\_\_ Phone: \_\_\_\_\_

Trash Pick-up Day/Dumpster Location and other Details: \_\_\_\_\_

\_\_\_\_\_

**MAINTENANCE, HOME WARRANTY AND SERVICE CONTRACT INFORMATION:**

Main Water Shut-off Location: \_\_\_\_\_ Plumbing Clean-out Location: \_\_\_\_\_

Home Warranty:  YES  NO Company: \_\_\_\_\_

Number: \_\_\_\_\_ Policy #: \_\_\_\_\_

HVAC Service Contract:  YES  NO

Company: \_\_\_\_\_ Number: \_\_\_\_\_

Service Frequency: \_\_\_\_\_ Comments: \_\_\_\_\_

Pest Control /Termite Service Contract:  YES  NO

Company: \_\_\_\_\_ Number: \_\_\_\_\_

Irrigation System Service Contract:  YES  NO

Company: \_\_\_\_\_ Number: \_\_\_\_\_

Lawn Care Contract:  Yes  No

Company: \_\_\_\_\_ Number: \_\_\_\_\_

Pool Service Contract:  Yes  No

Company: \_\_\_\_\_ Number: \_\_\_\_\_

**ADVERTISING DETAILS:**

Property Type:  House  Townhouse  Condo: what floor? \_\_\_\_\_

Approx Sq Ft: \_\_\_\_\_ # Stories: \_\_\_\_\_ # Bedrooms: \_\_\_\_\_ # Bathrooms: \_\_\_\_\_

Garage:  None  1-car  2-car # of Assigned Parking Spaces (or N/A): \_\_\_\_\_

Heat:  Gas  Electric Central Air:  Yes  No Water Heater:  Gas  Electric

Military Benefits:  Reduced Rent  Reduced Deposit  Lease Clause

High School: \_\_\_\_\_

Middle School: \_\_\_\_\_

Elementary School: \_\_\_\_\_

Pets Allowed  Yes  No Comments: \_\_\_\_\_

If Yes, restrictions: \_\_\_\_\_

**Appliances and Amenities – Check which are provided with the rental:**

Oven / Stove  Attic  Cable Ready

Dishwasher  Laundry Room  High Speed Internet

Refrigerator  Pantry  Intercom

Microwave  Sun Room/Florida Room

Garbage Disposal  Walk-in closet

Washer  Pool

Dryer  Jacuzzi/Whirlpool

**Community Features:**

Clubhouse

Business Center

Fitness Center

Tennis Court

Community Pool

Playground

Pond

Dock

Golf Course

Gated Property

Elevator

Laundry on-site

I have included all information requested and certify that all is correct and accurate to the best of my knowledge.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Wilder Property Management

\_\_\_\_\_  
Date Received

