



## PROPERTY MANAGEMENT INFORMATION

### I. OWNER INFORMATION:

Address of Property \_\_\_\_\_

Owner(s) : \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ (his) \_\_\_\_\_ (hers)

Owner's Cell Phone: \_\_\_\_\_ (his) \_\_\_\_\_ (hers)

E-mail Address : \_\_\_\_\_

SSN: \_\_\_\_\_ DOB \_\_\_\_\_ (his) \_\_\_\_\_ (hers)

Insurance Company & policy number: \_\_\_\_\_

Termite Bond company: \_\_\_\_\_ Renewal Date: \_\_\_\_\_ Amt: \_\_\_\_\_

Person to contact in case of emergency if owner is unavailable: \_\_\_\_\_

Address: \_\_\_\_\_ Contact #: \_\_\_\_\_

### II. BASIC DESCRIPTION OF PROPERTY:

Square Footage: \_\_\_\_\_ Lawn Pump: **Yes/No** Sprinkler system: **Yes/No** Number of bedrooms \_\_\_\_\_

Great room: \_\_\_\_\_ Living/dining combo: **Yes/No** Breakfast nook: **Yes/No** Fireplace: **Yes/No**

Cathedral ceiling: **Yes/No** Chain-link fence: **Yes/No** Screened porch: **Yes/No**

Type of parking: Number of Parking spaces: \_\_\_\_\_ Other: \_\_\_\_\_

1- car carport \_\_\_\_\_ 2-car carport \_\_\_\_\_

### III. KITCHEN APPLIANCES TO REMAIN (Make & Model):

Refrigerator: \_\_\_\_\_ Range/oven \_\_\_\_\_  
(model #) \_\_\_\_\_ (model #) \_\_\_\_\_

Cook Top: \_\_\_\_\_ Separate Oven: \_\_\_\_\_

Microwave: \_\_\_\_\_ Dishwasher: \_\_\_\_\_  
(model#) \_\_\_\_\_ (model#) \_\_\_\_\_

Disposal: \_\_\_\_\_ Trash Compactor: \_\_\_\_\_

Washer and/or dryer: \_\_\_\_\_ Ice Machine: \_\_\_\_\_

(page 2) (model #'s) \_\_\_\_\_

**IV. MECHANICAL INFORMATION:**

Air Condition & Heating System: (type) \_\_\_\_\_

Hot Water Heater (s) (type) elec. Gas or solar \_\_\_\_\_

Lawn pump; \_\_\_\_\_ Sprinkler System: \_\_\_\_\_

Automatic Timer: \_\_\_\_\_ Pool Equipment: \_\_\_\_\_

Whirlpool/Hot Tub: \_\_\_\_\_ Pump: \_\_\_\_\_

Automatic chlorinator: \_\_\_\_\_ Garage door opener: \_\_\_\_\_

**V. PERSONAL /ATTACHED PROPERTY TO REMAIN ON PREMISES:**

Number of smoke detectors: \_\_\_\_\_ Ceiling Fans: (# & location) \_\_\_\_\_

Fireplace screen /equipment (type) \_\_\_\_\_

Grill: (type) \_\_\_\_\_

Window Treatments: (type)

Great Room: \_\_\_\_\_ Master Bedroom: \_\_\_\_\_

Living Room: \_\_\_\_\_ 1<sup>st</sup> Bedroom: \_\_\_\_\_

Dining Room: \_\_\_\_\_ 2<sup>nd</sup> Bedroom: \_\_\_\_\_

Kitchen: \_\_\_\_\_ 3<sup>rd</sup> Bedroom: \_\_\_\_\_

Doors: \_\_\_\_\_ 4<sup>th</sup> Bedroom: \_\_\_\_\_

Other: \_\_\_\_\_ Baths: \_\_\_\_\_

**VI. FLOOR COVERING & TRIM:**

Floor covering:

Carpet (color & type) \_\_\_\_\_

Vinyl flooring: \_\_\_\_\_

Tile: \_\_\_\_\_

Wood (note condition of finish) \_\_\_\_\_

Other: \_\_\_\_\_

Interior Paint: (brand & color) \_\_\_\_\_

Wall coverings: \_\_\_\_\_

Exterior paint: (brand & color) \_\_\_\_\_

Exterior Wood (note any areas that are rotten or weak): \_\_\_\_\_

Roof: (type, age, remaining warranty): \_\_\_\_\_

Storage facilities (type & condition): \_\_\_\_\_

**VII. PROCEEDS/DISPURSEMENT INFORMATION:**

\_\_\_\_\_ Disperse directly to owner monthly \_\_\_\_\_ Retain overage until owner's notification  
\_\_\_\_\_ Deposit directly into account: Bank: \_\_\_\_\_  
Address: \_\_\_\_\_

**VIII. UTILITY INFORMATION (who services and /or services paid by owner)**

Electricity: \_\_\_\_\_ Paid by: \_\_\_\_\_  
Gas: \_\_\_\_\_ Paid by: \_\_\_\_\_  
Water: \_\_\_\_\_ Paid by: \_\_\_\_\_  
Sewer: \_\_\_\_\_ Paid by: \_\_\_\_\_  
Garbage: \_\_\_\_\_ Paid by: \_\_\_\_\_  
Telephone (location of outlets): \_\_\_\_\_  
TC Cable (location of outlets): \_\_\_\_\_

**IX. OTHER RENTAL INSTRUCTIONS/RESTRICTIONS:**

Pets allowed (note any limitation.): \_\_\_\_\_  
Smoking/Non-Smoking \_\_\_\_\_  
Other: \_\_\_\_\_

**X. KEYS/REMOTES (How many)**

Front Door: \_\_\_\_\_ Garage: \_\_\_\_\_  
Deadbolt: \_\_\_\_\_ Garage Remotes: \_\_\_\_\_  
Back Door: \_\_\_\_\_ Ceiling Fan or light Remotes: \_\_\_\_\_  
Mail box: \_\_\_\_\_ Other: \_\_\_\_\_

**XI. HOW WERE YOU REFERRED TO PELICAN:**

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**XII. OTHER PERTINANT DATA;**

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