



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. We would recommend you to allow pets (you take out more than 50% of the renting population when you don't allow pets). We charge a refundable pet deposit of \$300 for one pet. \$500 refundable total deposit for 2 pets. Smaller or larger pets really do not make a difference, but certainly no dangerous pets. 95% of the time, this policy works very well. Is this ok?

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 orpm@email.com)

7. Community Amenities: _____

8. Owner/HOA pay for lawn care?: Y () N () Owner pay for pool care?: Y () N ()
If tenant is responsible, how much extra is lawn per mo? \$ _____ Pool \$ _____

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. Home Warranty Co: _____ Phone: _____

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 ORPM at Keller Williams & 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. 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

14. Electric Co.: _____ Water Co.: _____ Cable TV: _____ Phone Co.: _____

Trash pick up days: _____ Other utility name & #: _____

15. Miscellaneous: _____

16. 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)

17. Ad Price: _____ How did you hear about us? Internet: () Yes or Referred by: _____

18. Answering all of the questions accurately will help us lease/manage your property more efficiently. Please fill out completely. I have filled out this document COMPLETELY and to the best of my ability. Please initial below.

Initials