



BROOKE GARCIA

PROPERTY MANAGEMENT

PROPERTY INFORMATION

Property Address: _____ Unit: _____

City: _____ State: _____ Zip code: _____

Year Built: _____ Type of Unit: _____ Bedrooms: _____ Baths: _____ Sq Ft.: _____

Parking Spaces: _____ Monthly Rent: _____ Security Deposit: _____ Pet Deposit: _____

Available Date: _____ Move In Special: _____ Okay to Put For-Rent Sign in Yard? Yes No

Underground Sprinklers: Yes No Carbon Monoxide Alarm: Yes No Basement: Yes No

Office: Yes No Loft: Yes No Family Room: Yes No

Currently occupied by: _____ Phone No: _____

Showing instructions: _____

Move Out Date: _____ # of keys rec'd: _____ # of garage door openers rec'd: _____

Garage code: _____ # of mailbox keys rec'd: _____ Mailbox # _____

Gate code: _____ Gate openers rec'd: _____ Pool Key: Yes No

Preferred Lease Term: 1 Year 6 Months Custom: _____

Unit Features:

- A/C
- Alarm System
- Balcony, deck, patio or porch
- Cable ready
- Carpet
- Ceiling Fans
- Central Heating
- Dishwasher
- Fenced yard
- Fireplace
- Garage: __1__2__3
- Garbage Disposal
- Hardwood Floors
- Internet access
- Master on Main
- Microwave
- Oven/Range: _____
__Electric or __Gas
- Pantry
- Refrigerator
- RV Parking
- Stainless Steel Appliances
- Stove
- Tile
- Walk-in Closets
- Washer/Dryer
- Window Coverings
- Yard

Property Amenities:

- Club House
- Elevator
- Pool: Private
- Pool: Community
- Hot tub
- Tennis Court
- Fitness Center
- Off-Street Parking
- Storage
- Wheelchair Access
- Rooftop Patio
- Playground
- BBQ Area

Furnished Yes No Smoking Yes No Laundry: None In-Unit Shared (On-Site)

Schools: Elementary _____ Middle School _____ High School _____

- Heating:**
 Electric
 Gas
 Propane
 Oil
 Other

- Fireplace:**
 Woodburning
 Woodstove
 Gas

- Hot Tub:**
 Winterized
 Operational

Last Serviced on _____
 by _____

Last Serviced on _____
 by _____

Last Serviced on _____
 by _____

Yard Care:

- Owner Maintains Lawn/Landscaping
- Tenant Maintains Lawn/Landscaping
- HOA Maintains Lawn/Landscaping (Front and/or Back)
- Tenant or Owner Shall pay for water use to water all areas including lawn, trees, and any surrounding landscape. (Typically Tenant pays for all watering, unless the property in question is a duplex, triplex, condo or townhome).

Winterize & Spring Start Up Sprinkler System: Yes No

Service Provider for Irrigation _____

- Automatic Sprinkler System Front Back
- Manual Sprinkler System Front Back
- Irrigated Acreage Acres _____ Pump _____
- Septic Sewer Other

Snow Removal Service Paid For By:

- Driveway and Sidewalks Tenant / Owner
- Roof Tenant / Owner

Emergency Shut-Off:

Water shut off location: _____

Circuit breaker location: _____

OK To Put Lockbox On For Service Professionals? Yes No

Utility Providers:

	Paid by:	Utility Company:
Water	<input type="checkbox"/> Owner or <input type="checkbox"/> Tenant	_____
Sewer	<input type="checkbox"/> Owner or <input type="checkbox"/> Tenant	_____
Electric	<input type="checkbox"/> Owner or <input type="checkbox"/> Tenant	_____
Gas	<input type="checkbox"/> Owner or <input type="checkbox"/> Tenant	_____
Garbage	<input type="checkbox"/> Owner or <input type="checkbox"/> Tenant	_____
HOA	<input type="checkbox"/> Owner or <input type="checkbox"/> Tenant	_____
Other	<input type="checkbox"/> Owner or <input type="checkbox"/> Tenant	_____