



# BROOKE GARCIA

PROPERTY MANAGEMENT

## OWNER INFORMATION

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

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

Street address: \_\_\_\_\_ Unit: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Emergency Contact Information:

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*The following information will be helpful to manage your property.*

*Please take a moment to answer the questions, adding any additional comments you may have.*

### Maintenance and Repairs:

All requests for maintenance and repairs from the tenants shall be directed to the Agent.

- 1. Owner does NOT require prior authorization for repairs or maintenance.
- 2. Owner must be contacted in advance for authorization for all maintenance and repairs, except emergency repairs.
- 3. Owner must be contacted for authorization for any maintenance or repair over \$\_\_\_\_\_, except emergency repairs.

Owner authorizes Agent to do a yearly clean up of property not to exceed \$\_\_\_\_\_

Owner authorized Agent to have gutters cleaned annually (if applicable), not to exceed \$\_\_\_\_\_

Special Instructions: \_\_\_\_\_

### Security Deposits:

Agent's policy is to collect a Base Security Deposit equal to one to one and a half month's rent.

Pets:

- Pets are NOT allowed
- Pets are allowed
- Pets are allowed but limited to: \_\_\_\_\_# Dog \_\_\_\_\_# Cat
- Pets are negotiable with Owner approval

Agent's policy is to collect an increased Security Deposit for pets:

Dog(s): \$\_\_\_\_\_

Cat(s): \$\_\_\_\_\_

Puppy or Kitten (less than one year old): \$\_\_\_\_\_

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

### Advertising:

Funds collected up front for paid advertising: \$\_\_\_\_\_

### Lead Based Paint Disclosure:

- 1. Owner has NO information regarding lead-based paint at property.
- 2. Owner has provided copies of all information, including any testing, reports, or records regarding lead-based paint at property.

Owner agrees to immediately notify Agent in writing if at any time Owner becomes aware of any information regarding lead-based paint at property.

### Manufacture of Illegal Drugs Disclosure:

- 1. Owner has no information regarding manufacture of illegal drugs or arrests of persons for illegal drug activity at property.
- 2. Owner has provided copies of all information, including any testing, reports, or records regarding manufacturing of illegal drugs at property.

Owner agrees to immediately notify Agent in writing if at any time Owner becomes aware of any information regarding manufacture of illegal drugs at property.

Do you intend to store any personal items at the property?  Yes  No

Will you retain use of any storage areas that the Tenants will not have access to?  Yes  No

Will you periodically need to access the property to retrieve items?  Yes  No

Read and Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_