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# PROPERTY INTAKE FORM

**PROPERTY ADDRESS:** \_\_\_\_\_

Owner (s) \_\_\_\_\_  
 Owner's Address \_\_\_\_\_  
 Cell Phone \_\_\_\_\_ Alt/Spouse Phone \_\_\_\_\_  
 Email \_\_\_\_\_ Emergency contact \_\_\_\_\_

How did you hear about CPM?  
 Online Search, please list the website: \_\_\_\_\_, Referral, please list the client: \_\_\_\_\_  
 Other: \_\_\_\_\_

**PROPERTY DESCRIPTION:**  
 BDRM x BATH \_\_\_\_\_ Square Footage \_\_\_\_\_  
 Type of Heat (Gas, Electric, Radiant) \_\_\_\_\_  
 Style of Property (condo, ranch, craftsman, cottage, etc) \_\_\_\_\_  
 Year Built \_\_\_\_\_ Stories \_\_\_\_\_  
 Date of last interior paint job \_\_\_\_\_  
 Knowledge of lead based paint? (pre-1978 homes) \_\_\_\_\_  
 Age of carpet \_\_\_\_\_

**PETS**  
 Under the law, **service/companion animals are not considered pets** and are exempt from increased deposits and restrictions. Service/companion animals are not limited to dogs and cats. They can be rabbits, horses, pot bellied pigs, etc.  
 Pets Allowed Y or N \_\_\_\_\_ Max # Pets Allowed \_\_\_\_\_ Restrictions \_\_\_\_\_

**MARKETING STRATEGY:**  
 It is in the best interest of both the Management and Owner to rent the Property as soon as possible. Rental Market rates are sensitive and if your property has not been rented in a reasonable amount of time, three to six weeks; it is most likely because the rent is higher than the rental market warrants. Rent reduction is generally done in \$25-\$50 increments. If the property doesn't rent in a reasonable about of time using these guidelines, we will discuss other options with you.  
 Initial Marketing Price \$ \_\_\_\_\_ Security Deposit \$ \_\_\_\_\_  
 Desired Lease Terms ( one year, 18 months, two year) \_\_\_\_\_

**DESIGNATION OF OWNER OR TENANT RESPONCIBILITY: ( Mark O for Owner or T for Tenant )**  
 Electric \_\_\_\_\_ Gas \_\_\_\_\_  
 Water \_\_\_\_\_ Sewer \_\_\_\_\_  
 Trash \_\_\_\_\_ Irrigation \_\_\_\_\_  
 Mow \_\_\_\_\_ Weeding \_\_\_\_\_  
 Trim Bushes/Shrubs \_\_\_\_\_ Fertilize \_\_\_\_\_  
 Hot Tub/ Pool \_\_\_\_\_ Other \_\_\_\_\_

**HOMEOWNER'S INSURANCE CONTACT INFO - Please don't skip**

Company & Agent Name \_\_\_\_\_ Address \_\_\_\_\_  
 Phone # \_\_\_\_\_ Policy # \_\_\_\_\_

**SCHOOLS:**

Grade School \_\_\_\_\_ Jr. High \_\_\_\_\_  
 High School \_\_\_\_\_

**HOMEOWNERS ASSOCIATION:**

Board Member Contact Information \_\_\_\_\_

Does your neighborhood have any restrictions your tenants should know about?

Neighborhood Notes (Additional amenities, neighborhood features): \_\_\_\_\_

| INTERIOR                 | Y | N | ADDITIONAL INFORMATION  |
|--------------------------|---|---|---|
| Central A/C              |   |   | <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Heat Pump   |
| Wall/Window A/C          |   |   | Number of Units:  |
| Swamp Cooler             |   |   | Number of Units:  |
| Central Heat             |   |   | <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Heat Pump   |
| Other Heat               |   |   | Number of Units: Describe:  |
| Fireplace & Chimney      |   |   | <input type="checkbox"/> Wood Burning <input type="checkbox"/> Gas  |
| Ceiling Fans             |   |   | Number of Units:  |
| Smoke Detectors          |   |   | Number of Units:  |
| Water Heater             |   |   | <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Other   |
| Water Softener           |   |   |   |
| Washer Dryer             |   |   | Hookups are: <input type="checkbox"/> Electric <input type="checkbox"/> Gas   |
| Alarm System             |   |   |   |
| Refrigerator             |   |   | Number of Units:  |
| Range/ Oven Combo        |   |   | <input type="checkbox"/> Electric <input type="checkbox"/> Gas  |
| Microwave                |   |   |   |
| Dishwasher               |   |   |   |
| Disposal                 |   |   |   |
| Trash Compactor          |   |   |   |
| Breakfast Bar            |   |   |   |
| Pantry                   |   |   |   |
| Vaulted Ceilings         |   |   |   |
| Plant Shelves            |   |   |   |
| Hardwood Floors          |   |   | Condition:  |
| Carpet                   |   |   | Condition:  |
| Other Flooring           |   |   | Condition:  |
| Tile or Granite Counters |   |   |   |
| Separate Dining Room     |   |   |   |
| Separate Family Room     |   |   |   |
| Double Vanity            |   |   |   |
| Soaker Tub               |   |   |   |
| Mud Porch                |   |   |   |
| Walk In Closet           |   |   |   |
| Extra Inside Storage     |   |   |   |
| EXTERIOR                 | Y | N | ADDITIONAL INFORMATION  |
| Garage                   |   |   | <input type="checkbox"/> Attached <input type="checkbox"/> Not Attached Number of Car Size:   |
| Carpport                 |   |   | <input type="checkbox"/> Attached <input type="checkbox"/> Not Attached   |
| Fenced                   |   |   | <input type="checkbox"/> Fully <input type="checkbox"/> Partially <input type="checkbox"/> Wood <input type="checkbox"/> Chain-link <input type="checkbox"/> Other: |
| Patio/ Decking           |   |   |   |

|                 |  |  |   |
|-----------------|--|--|---|
| Outdoor Grill   |  |  |   |
| Storage/ Shed   |  |  |   |
| Hot Tub/ Spa    |  |  |   |
| Pool            |  |  |   |
| Auto Sprinklers |  |  |   |
| Irrigation      |  |  |   |
| View            |  |  |   |
| RV Parking      |  |  |   |
| Yard Type       |  |  | <input type="checkbox"/> Low Maintenance <input type="checkbox"/> Large Lot |
| Sidewalks       |  |  |   |
| Cul-de-sac      |  |  |   |
| Corner Lot      |  |  |   |

**MAINTENANCE INFORMATION: please don't skip this info**

Furnace Location: \_\_\_\_\_

Furnace Filter Size: \_\_\_\_\_

Water Heater Location: \_\_\_\_\_

Emergency Water Shut Off Location: \_\_\_\_\_

Electrical Panel Location: \_\_\_\_\_

Crawl Space Access Location: \_\_\_\_\_

Sprinkler Timer Box: \_\_\_\_\_

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

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

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

Agent for Owner \_\_\_\_\_ Date \_\_\_\_\_