


Property Management Information for _____

Forwarding Address: _____

Phone Number: (C) _____ (W) _____ (Other) _____

Email Address: (Primary) _____ (Secondary) _____

Emergency Contact Name: _____

Email Address: _____ Phone No: (C) _____

PROPERTY INFORMATION

 Detached Home ☐ Townhome ☐ Condominium ☐ Other ☐ _____

- Mailbox No: _____ Location: _____
- Parking Space(s): _____ Permit Required? ☐ Yes ☐ No
- Parking Pass Provided: ☐ Yes ☐ No Assigned Space #(s): _____
- Storage Unit #: _____ Location: _____
- Alarm Code: _____ Location: _____ Service Used: _____
- Building/Community Gate Code: _____

HEATING AND AIR CONDITIONING

- HVAC: Electric ☐ Gas ☐ Oil ☐ Forced Air ☐ Heat Pump ☐ Radiant ☐ Convector ☐
- AC: Heat Pump ☐ Electric ☐ Window Units(s) ☐ Other ☐ _____ Dual Zone ☐
- Hot Water Heater: Electric ☐ Gas ☐ Oil ☐ Other ☐ _____
- Stove/Oven: Electric ☐ Gas ☐

CONDO/HOA'S ASSOCIATION _____

Contact Name: _____ Phone: _____

Email: _____ Website: _____

On-site Maintenance Office #: _____ Phone: _____

Move-In/Out Fees: _____ Elevator Fee: _____

Move-In/Out Restrictions: _____ Pet restrictions: _____

 HOA/Condo Amenities: Gym ☐ Pool ☐ Party Room ☐ How to access: _____

 HOA/Condo Fees Include: Water ☐ Sewer ☐ Electricity ☐ Gas ☐ Trash/Recycle ☐
UTILITY INFORMATION.

- Electric _____
- Gas: _____
- Water/Sewer: _____
- Trash Co: _____
- Recycle Day: _____
- Trash Day: _____
- Other: _____
- Which utilities are included? _____

Tenant will be responsible for the following utilities and services: ☐ Sewer/Water ☐ Gas ☐ Electricity ☐ Trash/Recycle
☐ Lawn Service ☐ Septic Tank Maintenance ☐ Well Water Filtration System ☐ Lawn Sprinkler Maintenance

Owner Provides: ☐ Trash/Recycle Removal ☐ Septic Tank Maintenance ☐ Well Water Filtration System ☐ Lawn Sprinkler System Maintenance ☐ Extermination Service ☐ Lawn Service (Leaf removal, Mowing, Weed & Feeds, Gardens and Shrubs)

APPLIANCES AND FIXTURES

Yes	No	As-Is		Yes	No	As-Is		Yes	No	As-Is	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alarm System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extra Freezer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Smoke Detector(s) #
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Built-in Microwave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fireplace Screen/Door	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sprinkler (lawn)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CO Detector(s) #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Furnace Humidifier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stove or Range
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Central Vacuum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Garage Opener	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trash Compactor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ceiling Fan(s) #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	w/ remote(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wall Oven
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cooktop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hot Tub, Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Washer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dishwasher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Intercom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water Trmt System
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disposer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pool Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Window A/C Unit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dryer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refrigerator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Window Treatments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electronic Air Filter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	w/ice marker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wood Stove
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exhaust Fan(s) #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Satellite Dish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

HVAC MAINTENANCE

- ☐ **Yes** ☐ **No** Owner authorizes Agent to enter into a Service Agreement with a Preferred Vendor.
- ☐ **Yes** ☐ **No** Owner declines a Service Agreement.
- ☐ **Yes** ☐ **No** The owner will self-maintain the HVAC system(s) including emergencies, service repairs, and routine inspections.
- ☐ **Yes** ☐ **No** Owner shall provide a Service Contract with the vendor listed below:

HVAC Company: _____
Contract # _____

Telephone #: _____
Expires: _____

WOOD BURNING FIREPLACE(S)

PROMAX requires, at the Landlord's expense, that wood-burning fireplaces be inspected prior to seasonal use. **Acknowledged**
Fireplace(s): Last inspected and cleaned? _____ ☐ Wood-burning ☐ Gas ☐ Wood stove

OWNER VACATING CHECKLIST

Provide

- ✓ Appliance Warranties.
- ✓ Home Warranty ☐ Yes ☐ No (\$150 Fee to Facilitate any Home Warranty Services on Behalf of the Owner.)
- ✓ Landlord Insurance Information
- ✓ Four (4) Sets of Keys, 2 Mailbox Keys, and Key Fobs
- ✓ Garage Door Openers. Combo for Keyless Entry _____
- ✓ HOA/Condo Rules. ☐ Owner Authorizes Agent to Obtain HOA/Condo Rules at Owner's expense.
- ✓ Parking Permits
- ✓ Lawn Service Company _____ Phone _____
- ✓ Extermination Servicer _____ Phone: _____
- ✓ \$500 Reserve Check
- ✓ Instructions for Owner's Distribution. ACH Deposit (attached voided check), or Mail Check to _____

Ensure

- ✓ Home is Professionally Cleaned Including Carpets
- ✓ Gutters Cleaned
- ✓ Fireplace(s) Inspected and Cleaned
- ✓ Oil Fuel Tank Filled.
- ✓ Ensure there are working smoke detectors.
- ✓ Water Shut-Off Valves Labeled

Owner Signature

Date

Owner Signature

Date