

PROPERTY INTAKE FORM

ONE FORM PER PROPERTY

Owner Information

Name/Company Name: _____

Property Information

Is Property Currently Rented? Yes No

Property Address: _____

Desired Monthly Rent Amount: _____

Property Access (Entry, key, lockbox): _____

Bedrooms: _____ Bathrooms: _____ Square Footage: _____

Utilities Type and Contact Info:

Water: _____

Sewer: _____

Gas: _____

Electricity: _____

Trash: _____

Utilities Included in Rent? Yes No

Appliances Included:

Refrigerator: Yes No

Oven/Range: Yes No

Dishwasher: Yes No

Microwave: Yes No

Washer/Dryer (choose one):

Provided In Unit

Hookups Only

Offsite

Off street Parking: Yes No

Number of covered parking spaces: _____

Party responsible for mowing? Owner Tenant

Is there an HOA? Yes No

If yes, what amenities are provided? _____

Are pets allowed? Yes No

If yes, any restrictions? _____

Listing Photos (select one)

Owner provided: Yes No (IF yes, email to leasing@integrity1stproperties.com)

Integrity 1st Properties Provided: Yes No

Additional info

3 Sets of keys required. (IF 3 not received, IFP will charge owner \$35 to make copies)

Garage door openers? Yes No Qty: _____ Garage door code: _____

Any recent updates or other property features you want highlighted?