

RESIDENTIAL PROPERTY RENTAL FOLDER

NAME: _____

OWNER INFORMATION

Owner Name: _____
Street Address: _____
City: _____ County: _____ State: _____ Zip: _____
Home Phone: _____ Cell Phone: _____
Work Phone: _____ Fax: _____

PROPERTY INFORMATION

Date Available for rent: _____
Type of Property: _____ Single Family _____ Attached _____ Detached _____ Condominium _____ Townhome
_____ Apartment _____ Mobile Home
Property Address: _____
City: _____ County: _____ State: _____ Zip: _____
Estimated Square Footage: _____
Bedrooms: _____ Bathrooms: _____ Living Room: _____ Bonus Room: _____
Garage: _____ Pool: _____ Recreation Areas: _____ Other: _____
Appliances Remaining: Refrigerator: _____ Stove: _____ Washer/Dryer: _____
Microwave: _____ Dishwasher: _____ Other: _____

GENERAL INFORMATION

Lawn Care Instructions: _____

Pets: Not Allowed: _____ Allowed: _____

RENT INFORMATION

Monthly Rental Amount: _____ Deposit: _____ Pet Deposit: _____ Date: _____

RENTER INFORMATION

Owner Name: _____
Street Address: _____
City: _____ County: _____ State: _____ Zip: _____
Home Phone: _____ Cell Phone: _____
Work Phone: _____ Fax: _____
Email: _____ Credit Check: _____
References: _____

MARKETING

For Rent Sign Needed? _____ Yes _____ No Sign Ordered? _____ Yes _____ No Sign Company: _____
Advertising Flyer Needed? _____ Yes _____ No Request for Photograph of Property? _____ Yes _____ No
Open House Schedule: Date #1: _____ Time: _____ Date #2: _____ Time: _____ Date #3: _____ Time: _____

CURRENT RENTER INFORMATION

Owner Name: _____

Street Address: _____

City: _____ County: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Fax: _____

Email: _____ Credit Check: _____

References: _____

Bank Name: _____

Street Address: _____

City: _____ County: _____ State: _____ Zip: _____

Account Numbers: _____

Social Security Number: _____ Lease/Rental Contract Signed: _____

RENTAL PAYMENT

Payment Due Date: _____ Late Fee: _____ Make Payment Payable to: _____

Send Payment to: _____

ALARM COMPANY

Alarm Company: _____

Alarm Code & Password: _____

Gate Codes: _____

HOMEOWNERS ASSOCIATION

Name of Home Owners Association: _____

Main Association Contact & Phone Number: _____

MANAGEMENT COMPANY

Name: _____

Main Contact & Phone Number: _____

Handy Man: _____

Painting Contractor: _____

Plumber: _____

Electrician: _____

Pest Control Company: _____

NOTES

