

Platinum Property Management Property Intake Form

Property Address

Address _____

City _____ County _____ State _____ Zip _____

Subdivision or Complex _____

HOA Information

Is the property in a HOA YES NO If yest, do you have permission from the HOA to lease property YES NO

NOTE: If the property is in a HOA< you must forward an electronic copy of the HOA cov's to: janice@platinumrentalproperty.com

Does the HOA limit pets by number, breed or weight? YES NO Ple; Please descril be:

Does the HOA limit the type of vehicles that may be parked at the property? YES NO Please describe:

HOA company name: _____ HOA Contact: _____

HOA Address _____

HOA Phone _____ HOA Fax _____ HOA email _____

PROPERTY DESCRIPTION

Year Built _____ No. of Bdrms _____ No. of full baths _____ No of half baths _____

Floors: Hardwoods _____ Carpet _____ New Carpet _____ Tile _____ Fireplace: YES NO Gas starter _____

Kitchen: Stone C'tops _____ Stainless appliances _____ New appliances _____

Appliances: Dishwasher _____ Disposal _____ Refrigerator _____ Gas Range _____ Electrice Range _____ M Micro _____ Washer _____ Dryer _____

HVAC: Central Air _____ Forced Air Heat _____ Other: _____

Room Description: Sep. dining Rm _____ Eat-in Kitchen _____ Master on Main _____ Utility Rm _____ Par Pantry _____ Open Floor Plan _____

Features: Deck _____ Patio _____ Trey Ceilings _____ Ceiling Fans _____ Pool _____ Hot tub _____ Fenced yard _____

Finished Bsmt _____ Unfinished Bsmt _____ Security System _____ City water & sewage _____ Septic tank _____ Well Water _____

Other features (use add'l pages if necessary)

Neighborhood or Complex Amenities

Pool _____ Tennis _____ Fitness Center _____ Club House _____ Golf _____ Gated _____ Playground _____ Lawn Maint: _____ Other: _____

Parking & Mailbox:

2 car garage _____ 1 car garage _____ Garage door opener _____ Carport _____ Driveway only _____ Parking lot _____

Number of cars allowed at any given time _____ Assigned spaces _____ Mailbox number _____

Other: _____

Access Codes & Remotes

Gate Code _____ Alarm code _____ Remote devices req _____ Magnetic Card _____ Magnetic card _____

Other (describe) _____

Lawn & Landscape Maintenance

Tenant is responsible _____ Owner is responsible _____ HOA is responsible _____

Pet Policy _____

Will you allow pets: YES NO weight limit (optional) _____

Home Warranty _____

Is the policy in effect YES NO Warranty Company: _____ Policy # _____ Phone # _____

Notes on warranty _____

Utility Company information _____ Phone # _____

Water: _____

Power: _____

Nat'l Gas: _____

Cable: _____

Telephone: _____

Internet: _____

Trash Pickup: _____