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OWNER INFORMATION SHEET

Level 1 (Leasing the property)

<input type="checkbox"/> Full Management
<input type="checkbox"/> Leasing Only

OWNER INFO:

Names of all owners: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 S.S.# or T.I.D. \_\_\_\_\_  
 Type of Business (LLC, LP, SP, etc): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Address to mail checks to: \_\_\_\_\_  
 Would you rather pick-up the checks? (YES or NO) \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 \*What address should tenants pay rent to? \_\_\_\_\_  
 \*Contact info to give tenants: Phone \_\_\_\_\_ Email \_\_\_\_\_

PROPERTY INFO:

List the **addresses** and **year built** of all properties and unit #'s that you plan to list with At Home Real Estate Services now or in the future:

Address: \_\_\_\_\_ Year Built: \_\_\_\_\_ Schools: \_\_\_\_\_  
 Address: \_\_\_\_\_ Year Built: \_\_\_\_\_ Schools: \_\_\_\_\_  
 Directions to the property(ies): (if more than 2 properties, please make separate list)  
 Move-In Special Offered: \_\_\_ 1<sup>st</sup> Mo. \$100, \_\_\_ Month's Free \_\_\_ No m/i special  
 # of bedrooms \_\_\_ # of bathrooms \_\_\_ Garage Spaces \_\_\_ Square Feet \_\_\_  
 Monthly Rent: \_\_\_\_\_  
 Security Deposit: \_\_\_\_\_  
 Do you allow pets? \_\_\_\_\_ If so, what kinds? \_\_\_\_\_  
 Completion date of new construction: \_\_\_\_\_  
 HOA dues? \_\_\_\_\_ If so, who pays? \_\_\_\_\_  
 List all appliances that come with the property (frig, microwave, dishwasher, range, etc.):

\_\_\_\_\_

Date available to view: \_\_\_\_\_ If occ'd, phone to show: \_\_\_\_\_  
 Date available for move-in: \_\_\_\_\_  
 Would you like for us to use your lease, or ours: \_\_\_\_\_  
 Does *owner* or *resident* maintain the yard? \_\_\_\_\_  
 List Utilities *resident* will be responsible for (gas, water, trash, electric, sewer, etc):

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

