



1628 S Campbell
 Springfield, MO 65807
 Office: (417) 832-0885 Fax: (417) 831-2275
 On the Web: www.athomehere.com

- o Management _____% for management + _____% for Leasing when it turns over
- o Leasing Only _____%

Owner Name as Listed on Deed: _____

Rental Address: _____ City: _____ State: _____ Zip: _____

Min Price: _____ MKT Price: _____ Bedrooms: _____

Min Deposit: _____ MKT Dep: _____ Baths: _____

Office/Extra Room: _____ Garage Spaces: _____ # Openers: _____

Year Built: _____ Sq Footage: _____

Schools: _____

Type of Home: Single family / Condo / Duplex / Apartment / Loft / Student Housing / Commercial

Basement Type: None / Partial / Walkout / Finished / Unfinished

Cooling: Central / Window Unit / Other: _____ Heating: Central / Other: _____

Laundry: On-Site / W/D Connections / W/D Provided / W/D Provided-Not Maintained / No Laundry

Appliances: Refrigerator / Stove / Dishwasher / Microwave / Hot Tub / Dehumidifier / Jetted Tub

Water Softener / Other: _____

Outside: Full / Partial / NO Fence Type: _____ | Shed YES / NO – Can residents use? YES / NO

In-Ground Sprinklers: YES / NO Who is responsible to winterize? Owner / Residents

Fireplace: YES / NO | Wood / Gas | Useable? YES / NO | Location: _____

Pets with Insurance and Pet Rent: NO pets allowed / Cats only / Dogs only / Cats and/or Dogs

Weight limit on pets: _____

Date Available to View ___/___/_____ Date Available to Move-In ___/___/_____

If occupied: Phone to Show: _____ Name _____

Utilities

Gas Company: _____ Paid by: Owner / Residents

Electric Company: _____ Paid by: Owner / Residents

Water/Sewer Company: _____ Paid by: Owner / Residents

Trash: Owner / Residents | Yard Care: Owner / Residents | Snow Removal: Owner / Residents

HOA Dues: YES / NO Includes: Pool / Trash / Other _____

Paid by: Owner / Residents Amount: \$ _____

OWNER INFO:

Are any owners a licensed real estate agent in Missouri? YES or NO

Names of all owners: _____

Business Name: _____

S.S. # or T.I.D. _____

Business Address: _____

Phone: _____ Cell: _____

Email(s): _____

How to show: ___Key provided ___ Garage Code (_____) Other _____

What do you like most about the property? _____

Description: _____

Landlord utility account # for vacancies: _____

Commercial Landlord utility account #: _____

***If owner does not currently have a LL account, they will have to set one up directly with the utility provider**

If Owner would like At Home to use their vendors, we would simply need each vendor to fill out paperwork and become approved to be part of our **At Home Approved Vendor List (Insurance, Sub-contractor agreement, and Service Level Agreement)*

Owner requests to use the following vendors (we will do our best to use these vendors first; emergency calls, etc may not be able to accommodate. Goal is to provide the best service at the best price.

Vendor Requested:

Name _____ Contact # _____ Email _____

Name _____ Contact # _____ Email _____

Name _____ Contact # _____ Email _____

Owner Signature _____ Date _____

Owner Signature _____ Date _____

Broker Signature _____ Date _____