

## Rental Property Profile (ADDENDUM A)

The owner whose name appears on the line below will be the party authorized to transact on behalf of all owners any business concerning the property managed by this company. The Social Security number or Tax Identification used for filing all returns should appear below.

### A. Contact Information

Owner Name: \_\_\_\_\_

\*Social Security or Tax ID: \_\_\_\_\_

Address For Correspondence: \_\_\_\_\_

\*Required for tax purposes.

### Contact Phone Numbers

WORK: \_\_\_\_\_

HOME: \_\_\_\_\_

CELL: \_\_\_\_\_

ALTERNATE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

### Emergency Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

### B. Address of Rental Property

Street: \_\_\_\_\_ Subdivision: \_\_\_\_\_

### C. Description of the Property

Number Bedrooms: \_\_\_\_\_ Number of Bathrooms: \_\_\_\_\_

Approx Square Footage: \_\_\_\_\_

Asking Rental Amount: \_\_\_\_\_ Minimum: \_\_\_\_\_

(Please circle the following)

Pets Permitted? Yes / No / Nego

Garage? Yes / No

Dishwasher? Yes / No

Microwave? Yes / No / Nego

Washer/Dryer? Yes / No / Nego

Parking Space #: \_\_\_\_\_ Mailbox #: \_\_\_\_\_

Air Filter Size: \_\_\_\_\_

Date available for possession: \_\_\_\_\_

### D. Expectations of the Owner

It is of utmost importance that the unit is thoroughly cleaned and that the power and water is on before this company takes management. It not only helps maintain the value of the property, it also makes the unit more presentable to prospective tenants. If the property is not turned over in move-in ready condition we will have it cleaned at the owners expense. We require that carpets be professionally cleaned before being turned over for management. If the carpets are NOT professionally cleaned, we will have them cleaned at the owners expense.