

NEW RENTAL LISTING OWNER/PROPERTY INFORMATION SHEET

OWNER INFORMATION

Name:		
Forwarding Address:		
City:	State:	ZIP Code:
Home Phone:		
Mobile Phone:		
Email:		
Other:		
Bank Name or Voided Check:		
Routing Number:	Account Number:	
<input type="checkbox"/> Completed W9:		

HOME INFO

Property Address:	
City:	ZIP Code:
Community:	Subdivision:
Gate Code:	Garage Code:
Alarm Code:	Alarm Instructions:
Community Amenities:	<input type="checkbox"/> Clubhouse <input type="checkbox"/> Pool <input type="checkbox"/> Playground <input type="checkbox"/> Tennis <input type="checkbox"/> Basketball <input type="checkbox"/> Fitness
HOA/Contact Phone #:	
HOA Address:	
Approval Required:	Yes No
Clubhouse Access Form Required:	Yes No
Sent To Owner:	Executed:
Property Specifics:	Beds: _____ Baths: _____ Sq.Ft.: _____ One Story Two Story 2-Car 3-Car Office/Den Bonus Room Fenced Pool Patio Covered Screened
<input type="checkbox"/> Other:	
Included Appliances:	<input type="checkbox"/> Refrigerator <input type="checkbox"/> Range/Oven <input type="checkbox"/> Microwave <input type="checkbox"/> Dishwasher <input type="checkbox"/> Disposal <input type="checkbox"/> Washer <input type="checkbox"/> Dryer <input type="checkbox"/> Water Softener
<input type="checkbox"/> Other:	

Included in Rent (please use space to include vendor name and contact information):

<input type="checkbox"/> Lawn Maintenance:	Vendor:	Phone/Email:
<input type="checkbox"/> Century 21 Professional Realty to contact to receive invoices to pay vendor from rent.		
<input type="checkbox"/> Pool Maintenance:	Vendor:	Phone/Email:
<input type="checkbox"/> Century 21 Professional Realty to contact to receive invoices to pay vendor from rent.		

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Other:

Vendor:

Phone/Email:

Century 21 Professional Realty to contact to receive invoices to pay vendor from rent.

Other:

Century 21 Professional Realty to contact to receive invoices to pay vendor from rent.

Misc:

UTILITIES

Electric:

Water:

Trash:

Gas:

HVAC Filter(s) (Location/Size):

_____	_____	_____	_____
_____	_____	_____	_____

Other:

SCHOOLS

Elementary:

Jr. High:

High:

HOME WARRANTY

Name of Company:

Account #:

Phone: