

# BAY AREA REAL ESTATE AND RENTALS

## Property Intake Form

**\*\* PLEASE FILL OUT TO THE BEST OF YOUR KNOWLEDGE \*\***

DATE: \_\_\_\_\_

Type of Rental:      Home \_\_\_\_\_ Condo \_\_\_\_\_ Town Home \_\_\_\_\_ Duplex \_\_\_\_\_  
                                 Apartment \_\_\_\_\_ Other \_\_\_\_\_

### CONTACT INFORMATION

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

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

Owner Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Work Phone: \_\_\_\_\_ EXT: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### PROPERTY INFORMATION

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

Rental Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Directions to property: \_\_\_\_\_

Bedroom(s) \_\_\_\_\_ Bathroom(s) \_\_\_\_\_ Sq. Feet \_\_\_\_\_ Garage \_\_\_\_\_

Existing tenant in place? (circle one) Y or N  
When does current lease expire? \_\_\_\_\_

Current Tenant Name(s) \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_ Rental Amount \$ \_\_\_\_\_

Security Deposit being held? \$ \_\_\_\_\_ (please provide current lease)

### PROPERTY DESCRIPTION

Bedrooms \_\_\_\_\_ Baths \_\_\_\_\_ ½ Baths \_\_\_\_\_ Garage (how many cars?) \_\_\_\_\_  
 Formal Living Room \_\_\_\_\_ Formal Dining \_\_\_\_\_ Bonus Room \_\_\_\_\_ Den \_\_\_\_\_  
 Pool \_\_\_\_\_ Baby Barrier for Pool \_\_\_\_\_ Fenced Yard \_\_\_\_\_ Screened Lanai \_\_\_\_\_  
 Fireplace \_\_\_\_\_ Disposal \_\_\_\_\_ Gas or Wood \_\_\_\_\_ Garage Door Opener \_\_\_\_\_  
 Garage Door Code \_\_\_\_\_ Irrigation System \_\_\_\_\_ Gated Entry \_\_\_\_\_ Ceramic Tile \_\_\_\_\_  
 Wood Floors \_\_\_\_\_ Vinyl \_\_\_\_\_ Window Blinds \_\_\_\_\_ Wood Cabinets \_\_\_\_\_  
 Ceiling Fans \_\_\_\_\_ Tennis Court \_\_\_\_\_ Community Pool \_\_\_\_\_ Business Center \_\_\_\_\_  
 Trails \_\_\_\_\_ Fitness Center \_\_\_\_\_ Public Transportation \_\_\_\_\_ Vaulted/10` Ceilings \_\_\_\_\_  
 Assigned Parking \_\_\_\_\_ Gated Community \_\_\_\_\_ Hot Tub \_\_\_\_\_ Garden Tub \_\_\_\_\_

**APPLIANCES INCLUDED**

Hot Tub \_\_\_\_\_ Range \_\_\_\_\_ Dishwasher \_\_\_\_\_ Microwave \_\_\_\_\_ Range Hood \_\_\_\_\_  
 Refrigerator \_\_\_\_\_ Washer \_\_\_\_\_ Dryer \_\_\_\_\_ Water Softener \_\_\_\_\_ Fireplace \_\_\_\_\_

**SERVICES INCLUDED IN RENT**

Water \_\_\_\_\_ Sewer \_\_\_\_\_ Trash \_\_\_\_\_ Lawn Care \_\_\_\_\_ Pool Care \_\_\_\_\_  
 Pool Chemicals \_\_\_\_\_ Pool Cleaning \_\_\_\_\_ Alarm Monitoring Service \_\_\_\_\_ Basic cable \_\_\_\_\_  
 Interior Pest Control \_\_\_\_\_ Exterior Pest Control \_\_\_\_\_ Internet \_\_\_\_\_  
 Other Items or Amenities: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**GENERAL INFORMATION**

Deed Restricted Community? Y or N  
 Are there any Leasing/Rental Restrictions for this community? Y or N  
 Does the HOA/Community Property Management Company  
     have to approve tenants? Y or N  
 \* If so please provide a copy of any rules and regulations and the application if required.  
 Is there a application fee? Y or N  
 How much? \$ \_\_\_\_\_  
 Who will pay? \$ \_\_\_\_\_ you or the tenant

Home Owner's Association (HOA) Name, Address, Email, website, contact person and phone:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Community Property Management Name, address, email, website, contact person, and phone:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Any regularly scheduled maintenance that should be scheduled (septic tank pumping, termite treatment, etc.)? If so, explain in detail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are Pets Allowed? Y or N

Required Pet Fee? (Ex: \$150.00 - \$300.00) \_\_\_\_\_

Any limitations on pets allowed? \_\_\_\_\_

Is there a mailbox number for the unit? Y or N

If yes, what is the number? \_\_\_\_\_

Is the home under warranty? Y or N

If so, name and phone number of company: \_\_\_\_\_

Account number \_\_\_\_\_

What is covered under the warranty? \_\_\_\_\_  
\_\_\_\_\_

Is there an alarm? Y or N

If so, what is the code and password? \_\_\_\_\_

What is the company's name and phone number? \_\_\_\_\_

Account Number? \_\_\_\_\_

Is the community gated? \_\_\_\_\_ Code or opener/card \_\_\_\_\_

Is there a washer/dryer, is there a washer/dryer hook-up? \_\_\_\_\_

If not, is there a community facility? \_\_\_\_\_  
\_\_\_\_\_

Is there a garage door opener and/or outside code? Y or N

If so, how many and/or what is the code? \_\_\_\_\_  
\_\_\_\_\_

Is the home on city sewer or septic? \_\_\_\_\_

Is the home on city water or well water? \_\_\_\_\_

Is there any water treatment system needed? Y or N

If so, explain: \_\_\_\_\_  
\_\_\_\_\_

When home is vacant will:

Lawn/Pool be maintained by Owner \_\_\_\_\_ or  
Owner will pay Agent to maintain \_\_\_\_\_.

Does the Resident need a pass (card, code, opener, etc.)  
to use community features? \_\_\_\_\_ Y or N  
If yes, how many? \_\_\_\_\_ Are you providing? \_\_\_\_\_

What schools are in the area? \_\_\_\_\_  
\_\_\_\_\_

What are you close to? (i.e. malls, restaurants, hospitals, hotels, etc?) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other facts about your rental you think we should know: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who should the proceeds from rent be made payable to?  
\_\_\_\_\_

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
DATE