



PROPERTY MANAGEMENT INFORMATION FORM

PROPERTY ADDRESS _____

OWNER (S) _____

CONTRACT START DATE _____

OWNER CONTACT INFO

ADDRESS: _____

City _____ State _____ Zip _____

Phones

(h) _____ Cell _____ Work _____

Email _____

DESIRED RENT AMOUNT: _____ .00

ESCROW AMOUNT _____ .00

ESCROW BANK : BB & T ACCOUNT NUMBER _____

CONTINGENCY FUNDS _____ .00

AUTHORIZED MAINTENANCE CEILING _____ .00

PROPERTY MANAGEMENT FEE ____% covers only the following services stated with a "YES". Other services are available for additional fees.

SERVICES PROVIDED WITH STATED FEE OF ____%:

TENANT PLACEMENT _____ ESCROW _____ MORTGAGE/BILL
PAYMENTS _____ INSPECTIONS _____ MAINTENANCE
DISPATCH _____ LEGAL APPEARANCE _____ PROPERTY
DOCUMENTATION/VIDEO/PHOTO _____

PROPERTY MANAGEMENT FEE SCHEDULE _____

DATE of LISTING _____

TENANTS FOUND DATE: _____

KEYS _____ (\$20.00 Deposit from tenants noted)

PHOTOS/VIDEO PRE_TENANT MOVE-IN _____

INSURANCE INFO RECEIVED FROM LANLORD/OWNER

TENANT NOTES

LANDLORD NOTES

