



Property Information Sheet

1. **Property Address:** _____
 2. **Desired Monthly Rent:** _____

3. Pet Policy:

- 1-2 Small Dogs (Less than 40lbs): Yes No
 1-2 Large Dogs (Greater than 40lbs): Yes No
 Cats: Yes No

4. Property Status:

- Vacant Tenant Occupied

If Tenant Occupied, provide Bobcat Property Management a copy of the following:

- Tenant Name(s), Phone Number(s), Email Address(es), and any other pertinent information
 Current Lease

5. Utilites:

Bobcat Property Management will set up landlord agreements for electricity, gas, and trash services. This means that if a tenant removes these utilities from their name, they will automatically transfer to our company. We will arrange for the water and sewer providers to send us a copy of the bill each month, which we will then bill back to the tenant for reimbursement, as tenants are unable to place water and sewer services in their name.

If **vacant**, does Bobcat Property Management need to have electricity and gas turned on into their name immediatly?

- Yes No, the utilities will remain in my name until a tenant is placed.

Please provide the name of the utility providers and indicate who will be responsible for paying the utility

Name of Utility Provider:

- | | | | |
|--------------------|--------------------------------------|-------------------------------------|------------------------------|
| Water: _____ | <input type="checkbox"/> Tenant Paid | <input type="checkbox"/> Owner Paid | <input type="checkbox"/> HOA |
| Sewer: _____ | <input type="checkbox"/> Tenant Paid | <input type="checkbox"/> Owner Paid | <input type="checkbox"/> HOA |
| Gas/Propane _____ | <input type="checkbox"/> Tenant Paid | <input type="checkbox"/> Owner Paid | <input type="checkbox"/> HOA |
| : _____ | | | |
| Electricity: _____ | <input type="checkbox"/> Tenant Paid | <input type="checkbox"/> Owner Paid | <input type="checkbox"/> HOA |
| Trash: _____ | <input type="checkbox"/> Tenant Paid | <input type="checkbox"/> Owner Paid | <input type="checkbox"/> HOA |
| Other: _____ | <input type="checkbox"/> Tenant Paid | <input type="checkbox"/> Owner Paid | <input type="checkbox"/> HOA |



Other: _____

Tenant Paid

Owner Paid

HOA

6. HOA Information:

Association Name: _____

Phone Number: _____

Email: _____

Provide Bobcat Property Management with a copy of the CC&Rs.

Who will pay the HOA dues?

Owner

Bobcat Property Management using property rent income

If you selected Bobcat Property Management:

Provide Bobcat Property Management with association dues information.

7. Home Warranty Information:

Home Warranty Name: _____

Phone Number: _____

Email: _____

Customer Number: _____

Provide Bobcat Property Management with a copy of the Home Warranty Contract.

8. Insurances and Taxes

Who will pay the home insurance provider?

Owner

Bobcat Property Management using property rent income

If you selected Bobcat Property Management:

Provide Bobcat Property Management with insurance payment information.

Who will pay the property taxes?



- Owner
- Bobcat Property Management using property rent income
- Provide Bobcat Property Management with tax payment information.

9. Community Amenities (Pool, Tennis Court, etc...)

10. Appliances and Systems Included (Check all that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> Stove/Range/Oven | <input type="checkbox"/> Washer | <input type="checkbox"/> Microwave |
| <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Refrigerator | <input type="checkbox"/> Swamp Cooler |
| <input type="checkbox"/> Dryer | <input type="checkbox"/> Water Softener | <input type="checkbox"/> Garage Keypad
Code: _____ |
| <input type="checkbox"/> Air conditioning | <input type="checkbox"/> Security System
Code: _____ | <input type="checkbox"/> Gated Community
Code: _____ |
| <input type="checkbox"/> Reserved Parking | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ |

11. Landscaping:

- Does the property have a sprinkler system? Yes No
- If yes, who is responsible for winterizing the sprinkler system and turning it on in spring? Owner Tenant Bobcat Property Management Vendor HOA Other:
- Who is responsible for maintaining the landscaping? Owner Tenant Bobcat Property Management Vendor HOA Other:

Maintenance Information / Additional Comments:



Owner Signature:

Date:
