

**PROPERTY INFORMATION SHEET (Fill out one info sheet PER property)**

Address of rental property: \_\_\_\_\_  
 Target Rent per Month: \$ \_\_\_\_\_ to \$ \_\_\_\_\_  
 Target Deposit \$ \_\_\_\_\_

**Property Type (Circle one):** House      TownHome      Duplex      Apartment      Condo

**Year Built:** \_\_\_\_\_

**Total Sq. Footage:** \_\_\_\_\_

**Total Bedrooms:** \_\_\_\_\_ Upstairs \_\_\_\_\_ Main Floor \_\_\_\_\_ Basement \_\_\_\_\_

**Total Bathrooms:** \_\_\_\_\_ Upstairs \_\_\_\_\_ Main Floor \_\_\_\_\_ Basement \_\_\_\_\_

**Total Living Area:** \_\_\_\_\_ Upstairs \_\_\_\_\_ Main Floor \_\_\_\_\_ Basement \_\_\_\_\_

**Basement:** \_\_\_\_\_

**Total Number of Floors:** \_\_\_\_\_

**Parking (Circle all the apply):**

1 car Garage      4 Car Garage      Slab Parking      Street Parking  
 2 Car Garage      Carport      Reserved Parking \_\_\_\_\_  
 3 Car Garage      RV Parking      Assigned Parking #/letter \_\_\_\_\_

**Please Circle/ Check all that apply to your property:**

- |                       |                      |                         |
|-----------------------|----------------------|-------------------------|
| Evaporative Cooler    | Living Room          | Jetted Tub              |
| Laundry Hook-ups      | Theater Room         | Garden Tub              |
| Air Conditioning      | Dishwasher           | Tub/Shower (Mstr Bth)   |
| Electric/Gas Heat     | Microwave            | Washer / Dryer Included |
| Walk-In Closets       | Fridge               | Loft Area               |
| Walk-In Pantry        | Oven                 | Ceiling Fans            |
| Tile Floors           | Double Oven          | Alarm System            |
| High/Vaulted Ceilings | Disposal             | Fireplace               |
| Dining Room           | Granite Countertops  | Hardwood Floors         |
| Family Room           | Concrete Countertops | Cable Ready             |
| Office Space          | Stainless Steel      | Cold Storage            |
| Balcony               | Appliances Central   | Blinds/Shutters         |
| Water Softener        | Vacuum Custom        | Pool                    |
| Patio                 | Fitness Center       | Porch                   |
| Carpet                | Deck                 |                         |

Counter Top Type: Kitchen \_\_\_\_\_ Bath \_\_\_\_\_  
 Pets Allowed: Yes \_\_\_\_\_ No \_\_\_\_\_

Smoking Allowed: Yes      No  
 Fully Landscaped Yard: Yes      No  
 Fully Fenced Yard: Yes      No      Partial      If so, where? \_\_\_\_\_  
 Sprinkler System: Yes      No      Automatic? Yes      No

**Please Circle all Utilities to be paid for by *TENANT*:** Electric      Gas      Water      Sewer      Trash

**Utility Companies (Even if tenant is not responsible):**

Electricity \_\_\_\_\_  
 Gas \_\_\_\_\_  
 Water \_\_\_\_\_ Sewer \_\_\_\_\_ Trash \_\_\_\_\_

Who is responsible for yard care when home is vacant: Owner      PMI Tenant      HOA  
 Who is responsible for yard care when home is rented: Owner      PMI Tenant      HOA

Mailbox # \_\_\_\_\_ Mailbox Keys: Yes      No

House Keys \_\_\_\_\_ Garage Door Openers \_\_\_\_\_ Garage Door Code \_\_\_\_\_

**Is your home part of an HOA?** Yes      No

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

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

Email/ Website: \_\_\_\_\_

Phone: # \_\_\_\_\_

HOA fees included in rent? Yes      No      HOA fees \$ \_\_\_\_\_

**Home Warranty Included?** Yes      No

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

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

Email/ Website: \_\_\_\_\_

Phone: # \_\_\_\_\_

What neighborhood amenities are included?

\_\_\_\_\_

How do residents gain access to these amenities?

\_\_\_\_\_

Please list any other additional amenities or details you would like placed in your ad: \_\_\_\_\_

\_\_\_\_\_

**School Information:**

School District

Elementary School

JR High/Middle School

High School

**Additional Amenities not Listed or Comments:**

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Property will be ready and available for lease on: \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*Please be sure that all information on this sheet is correct and accurate as it will be used for all advertising, etc...**

**OWNER INFORMATION**

Owner(s) Name(s): \_\_\_\_\_ / \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_ / \_\_\_\_\_

Work Phone #: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

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

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Tax ID Number OR Social Security:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Your new address if you lease your current residence:

when your property will be ready to market:

when will you vacant the property: (if applicable)

How did you hear about us?(Circle all that apply) **Internet** **Friend** **Expo** Google

Who can we thank for referring you?

Requested Portfolio Minimum (If any) \$ \_\_\_\_\_

**Current Tenant Information (If applicable)**

Name (s): \_\_\_\_\_ Phone #(s): \_\_\_\_\_

Date Available:



## Additional Owner Information

- Do you have a Home Warranty for the property? \_\_\_\_\_

If **Yes**: Name of Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Policy Number: \_\_\_\_\_

- Do you have any other Warranties? \_\_\_\_\_

If **Yes**: Product Covered: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Policy Number: \_\_\_\_\_

- Home Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

**\* You must change your policy to a Dwelling Policy (Landlord Policy), have PMI Contra Costa listed as additionally insured, and add a public liability policy of not less than \$\_\_\_\_\_.**

- Emergency Contact:

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

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

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

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

\_\_\_\_\_

## **Showing Instructions Form Owner**

- Date of Availability? \_\_\_\_\_
- Home is Currently:
  - Occupied by Owner
  - Occupied by Tenant
  - Vacant
- Who is the best Person to Contact about Showing? \_\_\_\_\_
- Best phone number to send showing notices? \_\_\_\_\_
- Are there any pets on the property? \_\_\_\_\_ If YES, where will the pets be during a showing? \_\_\_\_\_
- What type of showing notifications would you prefer?
  - 4hrs
  - 6hrs
  - 8hrs
  - 12 hrs.
  - Previous Day
  - Strict 24hr Notice
- Is there an active alarm system on the property? \_\_\_\_ If YES, what would the alarm/disarm code be? \_\_\_\_\_ And where is the alarm system located?  
\_\_\_\_\_
- Is the neighborhood you live in a gated community? \_\_\_\_ If YES, what is the gate

code? \_\_\_\_\_

- Do you have a stand-alone mailbox in front of your home? \_\_\_\_\_
- Do you have a mailbox inside a Cluster box, with a specific mailbox number? \_\_\_\_\_  
If YES, please provide the number to that mailbox for our records: \_\_\_\_\_
- What is your pet preference?
  - I'm ok with pets
  - Absolutely no pets
  - Pets negotiable (with approval)
  - Pets under 25 pounds
  - Dogs only
  - Cats only
  - Other specification: \_\_\_\_\_

**\* If you are unavailable at certain times and/or dates, please let us know, we can accommodate any type of schedule within the showing time frames.**

**\*\* If there are minors in the home an adult must always be present while a showing is in process.**

\_\_\_\_\_  
Owner Name Owner Signature Date

\_\_\_\_\_  
Owner Name Owner Signature Date



**PAYMENT OPTION FORM**

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

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

I choose the following option for payments from PMI Contra Costa.

E-Pay (ACH) Takes 3-5 business days to be in your account: \$9.97

Paper Check mailed through the USPS Cost: \$ 10.00 per envelope mailed Bank

E-Pay (NACHA) Takes 1-3 business day to be in your account: \$ 10.00

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

Account Type:  Checking  Savings  Business

Name as it appears on the account: \_\_\_\_\_

Address on the Account: \_\_\_\_\_

ABA Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

I understand that signing this authorizes PMI Contra Costa to deduct the above fee. \*Note: PMI Contra Costa GUARANTEES owner draws to be processed by the 10th business day of the month, as long as the tenant submits their payment on time for that month if owner choose express pay.

\_\_\_\_\_  
Landlord 1 Name: \_\_\_\_\_ Landlord 1 Signature Date

\_\_\_\_\_  
Landlord 2 Name: \_\_\_\_\_ Landlord 2 Signature Date