



Property Details Worksheet

OWNER INFO:

Owner Name: _____ Phone: H# _____ Cell# _____

Owner 2 Name: _____ Phone: H# _____ Cell# _____

Owner's E-Mail _____ Emergency # _____

Owner Forwarding Address: _____

Contact Person if other than Owner: _____ Phone: _____

PROPERTY INFO:

Rental Address: _____ City: _____ Zip: _____

Rental Rate: \$ _____ /mo. Desired Term of Lease: _____ Available as of: _____

Property Type: (*circle one*) House Townhouse Condo _____ SQ.FT: _____

#Bedrooms: _____ # Bathrooms: _____ Fireplace: Y / N Gas? Y / N

Heat Type: _____ Parking: Y / N How Many Cars? _____ Parking #(s) _____

Pets: Cats? Y / N Dogs? Y / N Additional Pet Instructions: _____

Storage Space: Y / N # _____ Year Built: _____ Currently On/Off Market? _____

Appliances Provided: (circle) RANGE FRIDGE D/W MICROWAVE W/D _____

Appliances Insured?: Range: _____ Refg: _____ D/W _____ Microwave: _____ W/D: _____

Neighborhood: _____ Nearby Park / School of Interest: _____

Location of: Water Meter: _____ Water Shut Off : _____

Gas shut off if applicable: _____

Utilities Include In Rent: _____ Utilities Paid By Tenant: _____

UTILITY COMPANIES: (if applicable)

Water: _____ Phone: _____

Location of Water Meter: _____

Sewer: _____ Phone: _____

Garbage: _____ Phone: _____

Electric: _____ Phone: _____

Gas: _____ Phone: _____

Cable: _____ Phone: _____
(just for tenant knowledge)

Non-Smokers: _____ Yes _____ No Do you except Section 8? _____

Gardener: _____ Yes _____ No Landscaper: _____ Yes _____ No

Special Instructions: _____

INSURANCE INFO:

Insurance Company Name: _____

Agent's Name: _____ Phone #: _____

(If Condo) CONDO INFO:

Please provide copy of HOA Rules and Regulations

Name of Condo Association: _____

Contact Person (Condo Management): _____ Phone #: _____

Will N.P.P.M Pay Condo Dues? _____ Change Mailing Address to N.P.P.M? _____

Check Payable To: _____ Payment Amount: \$ _____

Address: _____ City: _____ State: _____ Zip: _____

Res. Manager's Name: _____ Unit #: _____

Phone #: _____ Laundry Location: _____

Secured Bldg? _____ Is it ok to put up a sign? _____

Copy Of By-Law/House Rules Provided? _____

AFTER EXPENSES: (PLEASE CHECK ONE AND FILL IN INFO)

_____ Keep In a Trust Account with North Pacific Properties, LLC

_____ Direct Deposit to Owner's Bank Account

Bank Name: _____ Address: _____ City: _____

State: _____ Zip: _____ Deposit Slip Attached?: _____

Routing #: _____ Account #: _____

_____ Mail Check Payable To:

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Emergency Repair Fund? _____

Other special instructions: _____

Owner(s): _____ Owner(s): _____

Date: ____ / ____ / ____

N.P.P.M AGENT: _____

How did you hear about "North Pacific Properties"?



North Pacific Properties, LLC complies with the Federal, State and Local Fair Housing laws.