

Phoenix Realty of Wake County, Inc.

Property Owner's Information & Property Profile

Property Address: _____ City: _____ Zip: _____ County _____

Owner Name(s) on Deed: _____

Owner Name for 1099 (1 only): _____ SS#: _____

Address: _____ City: _____ Zip: _____ County _____

Phone: (H) _____ (Cell) _____ (Work) _____

Email: _____ (Fax) _____

Email 2: _____ Current resident in the Property? Owner Tenant Vacant

If Tenant, please provide Name: _____ Phone _____ move-out date: _____

Availability: Date _____ Rental Term: Monthly 6-Months 12 Months Other: _____

Property Profile:

Type: House Condo Townhouse Apartment Duplex 3-plex 4-plex

Size: _____sq.ft. Year Built: _____ Roof Type: _____ Exterior Walls: _____ Stories: _____

Rent (acceptable range): \$ _____ Security Deposit: \$ _____ Lease-to-buy option: Yes No

Accept subsidized housing? Yes No **HOA:** Yes No - clubhouse pool tennis Keys: _____

if HOA: Contact Name: _____ HOA Contact Phone _____

Interior:

Bedroom(s): _____ Bath(s) _____

Living Dining Family Loft Basement

Bkft nook Laundry Study Other: _____

Smoke Detector: # _____

Carbon Monoxide Detector: # _____

Alarm System? Yes No Alarm Code: _____

Alarm Service _____ Phone: _____

Appliances included: Refrigerator Microwave

Dishwasher Trash Compactor Garbage Disposal Garbage

Washer/Drier

Stove: Gas/Electric, A/C: Wall/ Central Heat: Wall /

Central Heat Source: Gas Electric

Water Heater: Gas/Electric Other _____

Exterior:

Yard Deck Patio Fence Other: _____

Pool Lake; If checked, please describe _____

Storage/Shed _____

Parking: Street y / n Assigned space # _____

Car Port # _____ Garage # _____

Others:

Smoking allowed? Yes No

Pet(s) allowed? Yes No Breed/wt limits? _____

Maintenance:

Yard:Service Provider: _____

Contact: _____ Frequency: _____

Gutter:Service Provider: _____

Contact: _____ Frequency: _____

Chimney:Service Provider: _____

Contact: _____ Frequency: _____

Pool:Service Provider: _____

Contact: _____ Frequency: _____

Utilities included: Water Garbage Cable

Electricity Alarm Service None

Please monthly average costs for ALL utilities:

Gas: _____

Water: _____

Electric: _____

Other: _____

By signing this document, I acknowledge that the above information I provide is correct and is only intended for record keeping. It does not, however, warrant an agreement for Phoenix Realty to provide management services for this property until a Property Management Agreement is authorized accordingly.

Property Owner Date

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