

Archer Crown Property Management

OWNER INFORMATION SHEET

1. OWNER INFORMATION

Name: _____, Address: _____, City: _____,
State: ____, Zip: _____, Country: _____, Home Phone: _____, Cell Phone: _____,
Bus. Number: _____, Fax Number: _____, Alternative: _____,
E-Mail: _____, Alternative: _____,
(Note, e-mail is our preferred method of communication with both owners and residents).

2. RENTAL PROPERTY INFORMATION

Property Type: Single Family: ____, Townhouse: ____, Condo: ____, Duplex: ____, Other: ____, Year Built: _____,
Property Address: _____, County: _____, City: _____, Zip: _____,
Subdivision Name: _____,
Is The Home Furnished: ____, Unfurnished: ____. If Furnished, Will You Rent Unfurnished: _____.

3. ITEMS AND INFORMATION NEEDED TO BEGIN MANAGEMENT AND LEASING PROCESS:

| | | | | | |
|-------------------------------|-------------------------------------|----------------------|--------------------|-----------|-------|
| Property Management Contract: | Yes: ____ No: ____ | Mail Box Number: | Yes: ____ No: ____ | Number: | _____ |
| Keys to Property: | Yes: ____ No: ____, Quantity: _____ | Assigned Parking: | Yes: ____ No: ____ | Number: | _____ |
| Pool or Club House Keys: | Yes: ____ No: ____, Quantity: _____ | Gate Access Code: | Yes: ____ No: ____ | Code #: | _____ |
| Amenity Access Keys: | Yes: ____ No: ____, Quantity: _____ | Gate Openers: | Yes: ____ No: ____ | Quantity: | _____ |
| Mail Box Keys: | Yes: ____ No: ____, Quantity: _____ | Garage Door Openers: | Yes: ____ No: ____ | Quantity: | _____ |

4. PROPERTY DESCRIPTION AND FEATURES:

| | | |
|----------------------------|--------------------------|------------------------|
| Number of Bedrooms: _____ | Water Front/View: _____ | Patio: _____ |
| Number of Bathrooms: _____ | Conservation View: _____ | Porch: _____ |
| Number of Garage: _____ | Pool/Screen: _____ | Hardwood Floors: _____ |
| Heated Sq. Ft.: _____ | Hot Tub: _____ | Ceramic Tile: _____ |
| Bonus Room: _____ | Ceiling Fans: _____ | Window Covering: _____ |
| Office/Den: _____ | Washer/Dryer: _____ | Outdoor Storage: _____ |
| Fireplace: _____ | Vaulted Ceilings: _____ | Sprinkler: _____ |
| Walk in Closets: _____ | Intrusion Alarm: _____ | Fenced Yard: _____ |
| Jetted Tub: _____ | Roman Tub: _____ | Year Built: _____ |
| Skylights: _____ | Book Shelves: _____ | Other: _____ |
| Balcony: _____ | Deck: _____ | Other: _____ |

5. NAME OF UTILITIES COMPANIES THAT SERVICE PROPERTY:

Electric Company: _____ Water and Sewer: _____
Cable Company: _____ Gas Company: _____
Trash Pick Up Days: _____ Septic Tank? Yes: ____ No: ____, Last Pump Date: _____

6. COMMUNITY AMENITIES AVAILABLE TO TENANTS:

Pool: ____, Jacuzzi: ____, Volleyball: ____, Tennis: ____, Golf: ____, Racquetball: ____, Storage: ____, Guard/Gate: ____,
Business Center: ____, Playground: ____, Clubhouse: ____, Fitness Center: ____, Other: _____.

7. UTILITIES AND SERVICES THAT OWNER PAYS:

Electric: ____, Water: ____, Sewage: ____, Garbage: ____, Gas: ____, Oil: ____, Cable: ____, Internet: ____,
Lawn and Garden Care: ____, Pool Service: ____, Golf Membership: ____, Tennis Membership: ____, Social Membership: ____,
Security System/Monitoring: ____, Cleaning Charges: ____, Softener/Salt: ____, Other: _____.

8. SPECIAL INSTRUCTIONS:

A. Condominiums and Homeowners Associations:

- 1. Is There A Condominium or Homeowners Association? YES _____, NO _____.
- 2. If Yes, Is Association Approval Required Prior To Tenant Placement? YES _____, NO _____.
- 3. If Yes Please Answer The Following:

Name of Management Company: _____
 Address of Management Company: _____
 Phone Number: _____

B. Pets:

More than 60% of renting households have pets. This means that the majority of your competition will allow pets. By not allowing pets, you significantly lengthen the time your home will be vacate. We have an aggressive Pet Policy that does not allow dangerous pets such as Pit bulls or wolf breeds. We also receive a Pet Deposit of \$250.00. **Will You Allow Pets: Yes _____, No _____.**

C. Lawn and Garden Care (Mowing, Edging and Trimming):

Owner hereby authorizes Archer Crown to provide lawn and garden care while the property is vacant. Owner agrees to pay costs directly to Archer Crown when billed. Note: Due to draught conditions and water restrictions, lawns, yards and shrubbery may be affected.
 Yes: _____, No: _____.

D. Lawn and Garden (Fertilization/Pest Control):

Owner agrees that Archer Crown Property Management and Tenant(s) are not responsible for damage or neglect to the lawn and garden. Owner agrees that severe damage, loss of the entire lawn and garden, fines, legal action and replacement of lawn and plants may result by not providing a licensed company to provide lawn and garden fertilization/pest control. Owner agrees to hold Archer Crown Property Management and Tenant(s) harmless by his/her action not to provide this service: Yes: _____, No: _____.

E. Pest Control:

Owner hereby authorizes Archer Crown to provide interior pest control while the property is vacant. Owner agrees to pay costs directly to Archer Crown when billed. Yes: _____, No: _____.

F. Pool/Hot Tub Service:

Owner hereby authorizes Archer Crown to provide pool service while the property is vacant. Owner hereby agrees to pay costs directly to Archer Crown when billed. Yes: _____, No: _____.

G. Appliance and Fixture Warranty Information:

Is there a home warranty on appliances, fixtures and other items? Yes: _____, No: _____
 If yes, name of warranty company: _____ Phone Number: _____
 Policy Number: _____

I/We the Owners of the above referenced property acknowledge that the information given in the Owners Information Sheet is true and accurate. Owner authorizes Manager to use the information to market, advertise and negotiate leases. Owner indemnifies and holds Manager and its representatives harmless from any losses or damages from any incomplete or inaccurate information.

x _____
 OWNER(S)

x _____
 OWNER(S)