

## RENTAL MANAGEMENT INPUT SHEET

Date \_\_\_\_\_

PROPERTY NAME \_\_\_\_\_

### ADDRESS

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

### PROPERTY TYPE

Single Family Home

Multi-Family

Condominium

Commercial

### OWNER INFORMATION

Name \_\_\_\_\_

Name 2 \_\_\_\_\_

Owner Address - Forwarding \_\_\_\_\_

Preferred Start Date \_\_\_\_\_

Tax ID# \_\_\_\_\_

\$ \_\_\_\_\_

Desired Rental Amount \_\_\_\_\_

Owner Bank Name \_\_\_\_\_

Account # \_\_\_\_\_

Routing # \_\_\_\_\_

Owner Phone # \_\_\_\_\_

Owner Phone # 2 \_\_\_\_\_

Owner E-mail \_\_\_\_\_

Owner E-mail # 2 \_\_\_\_\_

Fire / CO Alarms  
to code? \_\_\_\_\_

### PROPERTY INFORMATION

# of Bdrms \_\_\_\_\_

# of Bathrooms \_\_\_\_\_

Total SF \_\_\_\_\_

Lot Size SF \_\_\_\_\_

Year Built \_\_\_\_\_

Parking Stalls \_\_\_\_\_

Allow Cats / Dogs

Yes  No

RRIO Registration  
Transferred (Seattle Only)

Yes  No

Water shut off valve  
location \_\_\_\_\_

Hot Water  
Tank Age \_\_\_\_\_

### UTILITY INFORMATION

Water \_\_\_\_\_

Acct# \_\_\_\_\_

Gas \_\_\_\_\_

Acct# \_\_\_\_\_

Sewer \_\_\_\_\_

Acct# \_\_\_\_\_

Electric \_\_\_\_\_

Acct# \_\_\_\_\_

Garbage \_\_\_\_\_

Acct# \_\_\_\_\_

Landscape \_\_\_\_\_

Acct# \_\_\_\_\_

Roof \_\_\_\_\_

Acct# \_\_\_\_\_

Irrigation \_\_\_\_\_

Acct# \_\_\_\_\_

HOA \_\_\_\_\_

Acct# \_\_\_\_\_

Misc. \_\_\_\_\_

Acct# \_\_\_\_\_

Not all sections applicable

## LISTING INFORMATION

### Length of Contract

- 6 months  
 1 Year  
 2 Year  
 \_\_\_\_\_

### Move-In Funds Required

- First Month  
 Last Month  
 Cleaning Fee  
 Pet Deposit  
 Pet Fee  
 Sec. Deposit  
 See Remarks  
 Non-Refundable

Min. Rental Term (months) \_\_\_\_\_

Date Available \_\_\_\_\_

Available Until \_\_\_\_\_

\$ \_\_\_\_\_  
 Amount to Contact  
 Owner for Maintenance

### Included in Rent

- Cable  
 Garbage  
 Heat  
 HO Dues  
 Hot Water  
 Telephone  
 Lawn Service  
 Pool Service  
 Power  
 Sec. System  
 Sewer  
 Water

## SITE INFORMATION

### View

- Partial  
 Canal  
 City  
 Golf Course  
 Lake  
 River  
 Sound  
 Territorial  
 Mountain  
 See Remarks

### Pool

- Above Ground  
 Community  
 Indoor  
 In-Ground

### Site Features

- Athletic Court  
 Barn  
 Boat House  
 Cabana  
 Cable TV  
 Deck  
 Disabled Access  
 Dock

### Basement

- Daylight  
 Fully Finished  
 None  
 Partially Finished  
 Roughed In  
 Unfinished

- Dog Run  
 Fenced-Fully  
 Fenced-Partially  
 Gas Available  
 Gated Entry  
 Green House  
 Gym  
 Hot Tub/Spa

### Parking Type

- Carport-Attached  
 Carport-Detached  
 Common Garage  
 Garage-Attached  
 Garage-Detached  
 Uncovered

- Outbuildings  
 Patio  
 Propane  
 RV Parking  
 Sauna  
 Shop  
 Sprinkler System  
 Stable

Number of Assigned Parking Spaces \_\_\_\_\_

## INTERIOR INFORMATION

### Hardwood Flooring

- Yes  No

### Granite Counters

- Yes  No

### Tile/Granite Bathroom

- Yes  No

### Renovations (explain below)

- Yes  No Year: \_\_\_\_\_

### Appliances Provided

- Dishwasher  
 Garbage Disp.  
 Microwave  
 Range/Oven  
 Refrigerator  
 Washer/Dryer  
 See Remarks

### Pets

- Cats Only  
 Dogs Only  
 No Dogs or Cats  
 No Restrictions  
 See Remarks  
 Subject to Restrictions

### Heating/Cooling

- 90%+ High Efficiency  
 Baseboard  
 Ductless HP-Mini Split  
 Forced Air  
 Heat Pump  
 HEPA Air Filter  
 Hot Water Pump

- HRV/ERV System  
 Insert  
 Radiant  
 Radiator  
 Stove/Free Standing  
 Tankless Water Heater  
 Wall

### Type of Fireplace

- Gas  Electric  
 Wood

### Furnished

- Yes  No

### Storage

- Yes  No

Not all sections applicable

## PAINT

Brand	Color	Sheen	Locations	<input type="checkbox"/> Yes <input type="checkbox"/> No Extra Paint
Brand	Color	Sheen	Locations	<input type="checkbox"/> Yes <input type="checkbox"/> No Extra Paint
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## APPLIANCES (INFORMATION PROVIDED FOR ONGOING MAINTENANCE)

Brand	Model Number	Approximate Age	Condition
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Brand	Model Number	Approximate Age	Condition
Brand	Model Number	Approximate Age	Condition

## SCHOOL/COMMUNITY INFORMATION

School District	Elementary School	Jr. High/Middle School	Senior High School
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## IF UNITS ARE CURRENTLY FILLED (submit rent roll if needed)

Tenant Name	Tenant Phone Number	Tenant E-mail
Tenant Name 2	Tenant Phone Number	Tenant E-mail
Rent Due	Total Due	

Not all sections applicable

### PREVIOUS MANAGEMENT COMPANY

Company Name

Contact Person

Address

City

State

Zip Code

Phone

Fax

Email

Site Manager

Phone

Comp (\$)

### ITEMIZED TRANSFER ITEMS

Leases / Tenant Files:

Utility Accounts:

Tenant Ledgers:

Mortgage Accounts:

Rent Roll:

Laundry Lease & Keys:

Prev. Monthly CFS:

Storage Keys:

Unit Keys:

Tools & Equipment:

Vendor Accounts

### SPECIAL OWNER REQUESTS / REMARKS / LEASE TERMS

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Not all sections applicable

## TAKEOVER CHECKLIST - FIRST 10 DAYS

Due Date - 1 Day	Change Notice to Residents	_____
	Bank Account Setup	_____
	Setup Master File with Mgt Agreement	_____
	Received All Leases	_____
	Received All Keys	_____

Due Date - 2 Days	Change All Electric Accounts	} If applicable	_____
	Changed All Gas Accounts		_____
	Changed All Trash Accounts		_____
	Changed All Laundry Accounts		_____
	Changed All Water Accounts		_____

Due Date - 3 Days	Photos of Property	_____
	Notified Sec 8 and HOM Inc.	_____
	Assigned Site Manager	_____
	Assigned Area Manager	_____
	Assigned Maintenance Person	_____

Due Date - 4 Days	Added to Landscape Schedule	_____
	Added to Pool Maintenance Schedule	_____
	Setup Key Box & Keys Copied	_____

Due Date - 5 Days	Notice to All Vendors	_____
	Establish Market Rents and Specials	_____

Due Date - 7 Days	New Banner Sign	_____
	New On-Site Manager Sign	_____
	Created Marketing Campaign	_____
	Enter Estimated Budget to Computer	_____

Due Date - 10 Days	Reviewed Insurance Coverage	_____
	List of Site Improvements	_____
	Transferred or established RRIO registration	_____
	(Seattle only)	

Not all sections applicable

## COMMERCIAL PROPERTY INFORMATION CHECKLIST

### A. Income Statement Analysis and Review

Review overall income statement flow, accuracy

### B. Property Insurance Review

Review tax coverage and premiums; ensure property has proper liability coverage and premium in line with market. Secure competitive bids if needed.

### C. Utility Cost Analysis

Review water, sewer, garbage, electric, and gas billings for the previous 12 months, assess costs to occupancy and unit size. Look for excessive billings that may indicate leaks or other trouble areas.

### D. Maintenance Expense Review

Review maintenance billings, both labor and materials, as compared to vacancy overall property quality; look for key areas to reduce costs.

### E. Establish Baseline Budget

From overall analysis of property needs and operations, outline a 12 month baseline budget.

Not all sections applicable