

PROPERTY WORKSHEET

Property Address: _____ Street _____ City _____ State _____ Zip _____

Subdivision: _____ Year Built: _____

Directions: _____

Primary owners' name: _____ SS# _____

Secondary owners' name: _____ SS# _____

Owner status _____ single property owner _____ Multiple Property Owner

Ownership Type: _____ Individual _____ Partnership _____ Corporation

Telephone: Home:(____) Cell:(____) Work:(____)

Address to send statements: _____ Street _____ City _____ State _____ Zip _____

Email Address: _____@_____ (His)
_____@_____ (Hers)

Nearest Relative: _____ Relationship _____ Phone # (____) _____

Address: _____ Street _____ City _____ State _____ Zip _____

Owners Distribution _____ Send to Owner _____ Mail to Bank (no electronic deposits)

Name of Bank _____ Account # _____

Mailing address _____ Street _____ City _____ State _____ Zip _____

Home Warranty Company _____ Policy # _____ Phone: _____ Deductable _____

Insurance Company: _____ Policy # _____

Address: _____ Street _____ City _____ State _____ Zip _____
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Rent: _____ Square Footage: _____ Total _____ Main _____ Up _____

Schools: _____ Elementary _____ Middle _____ High _____

Agent: _____ Referred By: _____

Pet Restrictions: _____ Absolutely No Pets _____ Call Owner _____ Per Manager _____ Pets OK

Other restrictions/Comments: _____

Type Property: _____ House _____ Apartment _____ Condo _____ Other _____

Floor Plan: _____ Single Story _____ Two Story _____ Split Level _____ Other _____

Type Construction: _____ Brick _____ Vinyl Siding _____ Brick/Vinyl _____ Wood _____ Other _____

Number of Bedrooms _____ Number of Bathrooms _____ Family/Bonus Room _____

Fireplace _____ Wood Burning _____ Gas Logs _____ Propane _____ Non Functioning

Dining: _____ Eat in Kitchen _____ Dining area _____ Formal Dining Room

Basement: _____ Full Unfinished _____ Full Finished _____ Partial _____ None

Appliances: _____ Stove _____ Gas _____ Electric _____ Refrigerator _____ Ice Maker (Refrigerator)
_____ Dishwasher _____ Microwave _____ Disposal _____ Water Softener
_____ Washer _____ Dryer

Laundry: _____ Closet _____ Kitchen _____ Garage Area _____ Laundry Room

Parking: _____ Single Garage _____ Double Garage _____ Carport _____ Driveway only
_____ Garage Door Opener _____ Number of Remotes

Flooring: _____ Carpet _____ Color _____ Vinyl _____ Hardwood _____ Laminant

Closets: _____ Standard _____ Walk in _____ Outdoor Storage Shed

Heat: _____ Central Gas _____ Electric Heat Pump _____ Other _____

Air: _____ Central Electric _____ Electric Heat Pump _____ Window _____ Other

Fence: _____ None _____ Rear _____ Front _____ Front/Rear _____ Chain link _____ Privacy

Special Features: _____ Deck _____ Patio _____ Ceiling Fans _____ Whirlpool Tub

_____ Covered Porch _____ Alarm System (wired only) _____ Code _____

Additional Comments: _____

WE CAN NOT BE RESPONSIBLE FOR PERSONAL ITEMS LEFT AT THE PROPERTY