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**NEW PROPERTY INFORMATION SHEET**

Property Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Directions to Property \_\_\_\_\_  
 \_\_\_\_\_

Is the property currently occupied? Yes No  
 Is the property currently for sale? Yes No  
 Minimum Rent Required \$ \_\_\_\_\_  
 Pets Permitted Yes No  
 Date property will be available \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Will it be taken off the market? Yes No  
 Students Permitted Yes No  
 Dogs: Yes No Cats: Yes No

Durango Property Management requires a \$250.00 per pet deposit

Owners Name(s) _____			
Mailing Address _____			
City _____	State _____	Zip Code _____	
Home Phone _____	Bus. Phone _____	Cell Phone _____	
E-mail _____	E-mail _____		

**PROPERTY DESCRIPTION**

Property Type House Townhome Condo Duplex Multi-unit Home Apartment in house Modular Mobile

# Bedrooms \_\_\_\_\_ # Baths \_\_\_\_\_ # ½ Baths \_\_\_\_\_ # Stories \_\_\_\_\_

Square Feet \_\_\_\_\_ Year Built \_\_\_\_\_ # of Acres \_\_\_\_\_

Garage (circle all that apply) Yes No Attached Detached # of spaces \_\_\_\_\_ Garage Door Code \_\_\_\_\_

Carpport (circle all that apply) Yes No Attached Detached # of spaces \_\_\_\_\_

Reserved parking Yes No # of spaces \_\_\_\_\_ Location/# \_\_\_\_\_ Other Parking: Yes No Location \_\_\_\_\_

Storage Unit (circle all that apply) Yes No Attached Detached Location/# \_\_\_\_\_ Key required? Yes No

Mailbox (circle all that apply) No key required Key required Mail Box # and Location \_\_\_\_\_

Appliances (circle all that apply) Refrigerator – Ice maker – Electric Stove – Gas stove – Electric oven – Gas oven –  
 Self-cleaning oven – Double oven – Built in Microwave – Free standing Microwave – Dishwasher –  
 Washer – Electric dryer – Gas dryer – Garbage Disposal – Trash compactor  
 Other: \_\_\_\_\_

Exterior (circle all that apply) Patio – Deck – Screened Porch – Fenced yard Other \_\_\_\_\_

List any special features of your property \_\_\_\_\_

**Fireplace(s) wood** (circle one)      Yes   No      **If yes, date last cleaned** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Wood Burning Stove )** (circle one)      Yes   No      **If yes, date last cleaned** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Fireplace(s) gas** (circle one)      Yes   No      **If yes, date last cleaned** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Special Operating Instructions** \_\_\_\_\_

**Heating Source** (circle all that apply)    Natural Gas    Propane    Electric    Boiler    Forced Air    Base Board    In Floor

**Air Conditioning**    Yes   No      **Swamp Cooler**    Yes   No      **Sprinkler System**    Yes   No

**Water Heater**    Natural Gas    Electric    Propane      **Location(s)** \_\_\_\_\_

**Water shut off Location(s)** \_\_\_\_\_

**Breaker Box Location** \_\_\_\_\_

**Smoke Detectors**                      **Quantity** \_\_\_\_\_      **Location(s)** \_\_\_\_\_

**Carbon Monoxide Detectors**              **Quantity** \_\_\_\_\_      **Location (s)** \_\_\_\_\_

Smoke & Carbon Monoxide Detectors are required by law, if not installed Durango Property Management will install and Owner will be charged.

**Inclusions** (Items left in house to be included in lease i.e. lawnmower, snow blower, furniture etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**UTILITY INFORMATION**

**Electric Company** \_\_\_\_\_

**Electric included in rent?**              Yes   No

**Natural Gas Company** \_\_\_\_\_

**Gas included in rent?**              Yes   No

**Propane Company** \_\_\_\_\_

**Propane included in rent?**              Yes   No

**Size of Tank (Gallons)** \_\_\_\_\_

**Location of Tank** \_\_\_\_\_

**Water** (circle one)    City    Private    Well

**Location of Well** \_\_\_\_\_

**Water Company** \_\_\_\_\_

**Water included in rent?**              Yes   No

**Water Filtration System**    Yes   No

**Service Provider** \_\_\_\_\_

**Sewer Company** \_\_\_\_\_

**Sewer included in rent?**              Yes   No

**Septic**      Yes   No

**Date Last Pumped** \_\_\_\_\_

**Telephone Company** \_\_\_\_\_

**Telephone included in rent?**              Yes   No

**Trash Company** \_\_\_\_\_

**Trash included in rent?**              Yes   No

**Neighborhood Dumpster**    Yes   No

**Garbage Pick-up day(s)**    Mon    Tues    Wed    Thur    Fri

**Cable Company** \_\_\_\_\_

**Cable included in rent?**              Yes   No

**Inter-Net Provider** \_\_\_\_\_

**Inter-Net included in rent?**              Yes   No

**Is Satellite Dish Installation Acceptable?**    Yes   No

**Satellite included in rent?**              Yes   No

**Is a Satellite Dish already installed?**      Yes   No

**Service provider?**    Dish Network    Direct TV

**PROPERTY ADMINISTRATION**

**Insurance Company** \_\_\_\_\_ **Agent** \_\_\_\_\_ **Telephone #** \_\_\_\_\_

**Sprinkler System Company** \_\_\_\_\_ **Telephone #** \_\_\_\_\_

Sprinkler Control Box Location \_\_\_\_\_

Landscaping Company \_\_\_\_\_ Telephone # \_\_\_\_\_

Current Property Management \_\_\_\_\_ Telephone # \_\_\_\_\_

**Owner's Preferred Contractors** (All Contractors must provide copy of Insurance and complete W-9)

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Type of Service \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Type of Service \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Type of Service \_\_\_\_\_

**HOME OWNERS ASSOCIATION INFORMATION**

Is property located within a HOA Yes No Association Name \_\_\_\_\_

HOA Contact \_\_\_\_\_ Telephone # \_\_\_\_\_

HOA Management Company \_\_\_\_\_ Telephone # \_\_\_\_\_

HOA Website \_\_\_\_\_

Will DPM pay your dues? Yes No Amount \$ \_\_\_\_\_ Yearly Monthly

HOA Mailing Address \_\_\_\_\_

Services provided by HOA (Circle all that apply) Exterior Maintenance – Chimney Cleaning – Water – Sewer - Trash – Snow Removal – Landscaping – Garage Doors - Exterminator

Other \_\_\_\_\_

Owners are responsible for providing Durango Property Management the current HOA Rules/Regulations

HOA dues are always paid out of owner proceeds and included in the rent

**SHOWING INSTRUCTIONS**

Name of person to notify of showings \_\_\_\_\_ Relation to you \_\_\_\_\_

Phone #(s) Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Are there pets on the premises? Type \_\_\_\_\_ Name \_\_\_\_\_

**WHAT WE NEED FROM YOU**

Management Agreement Received? \_\_\_\_\_

Brokerage Disclosure Addendum Received? \_\_\_\_\_

Federal W-9 Form Received? \_\_\_\_\_

Lead Based Paint Disclosure (Built prior to 1978) Received? \_\_\_\_\_ N/A \_\_\_\_\_

Lead Based Paint Obligations (Built prior to 1978) Received? \_\_\_\_\_ N/A \_\_\_\_\_

HOA Rules & Regulations Received? \_\_\_\_\_ N/A \_\_\_\_\_

Key (s) to the residence Received? \_\_\_\_\_

Mailbox key(s) Received? \_\_\_\_\_

Garage Door Opener(s) Received? \_\_\_\_\_

Direct deposit authorization Received? \_\_\_\_\_

\$200.00 check Received? \_\_\_\_\_

**I understand the property will be marketed and managed based on the information provided within this document. Durango Property Management, Inc. is not responsible for the consequences of errors or omissions in this document. It is the responsibility of the owner to inform Durango Property Management, Inc. of any changes to the information provided. I confirm that any and all information provided in this form is accurate.**

**Owner** \_\_\_\_\_

**Date** \_\_\_\_\_

**Owner** \_\_\_\_\_

**Date** \_\_\_\_\_