

**Preferred Properties**  
**OWNER APPLICATION - PROPERTY INFORMATION SHEET**

Date: \_\_\_\_\_ Owner(s): \_\_\_\_\_

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

Email \_\_\_\_\_ Alternate Email \_\_\_\_\_

Cell \_\_\_\_\_ Home \_\_\_\_\_ Other \_\_\_\_\_

If there is more than one owner, will you be filing your taxes jointly or separately? Joint  Separate

*Please provide an emergency contact. This person will only be contacted if we are unable to contact you for 3 business days or for emergencies.*

**Emergency Contact:** Name: \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

How did you hear about us? (Referral person Name) \_\_\_\_\_

What is your monthly mortgage payment? \$ \_\_\_\_\_

**RENT** \$ \_\_\_\_\_ **DEPOSIT** \$ \_\_\_\_\_ **OTHER?** \$ \_\_\_\_\_

Property Address \_\_\_\_\_

Move Out Date \_\_\_\_\_ Available Date (Move-in Ready) \_\_\_\_\_

Sq Ft \_\_\_\_\_ Year Built \_\_\_\_\_ 1 Story  2 Story

Bedrooms \_\_\_\_\_ Baths \_\_\_\_\_ Living Room(s) \_\_\_\_\_ Dining Room(s) \_\_\_\_\_ Other \_\_\_\_\_

Allow Pets? Yes  No  Pet Fee/Deposit/Additional Monthly Rent: \_\_\_\_\_

Restrictions: \_\_\_\_\_

Do you have a Home Warranty program? *(These programs typically cover appliances, plumbing heat/air, etc.)*

Warranty Name \_\_\_\_\_ Contract # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Backflow Due Date? \_\_\_\_\_ Septic System Contractor? \_\_\_\_\_

Does this property have a Home Owners Association? Name of HOA: \_\_\_\_\_

Alarm system? (code and brand name of system) \_\_\_\_\_ Gate Code? \_\_\_\_\_

Does anything in the home need gas or propane? \_\_\_\_\_

**Please be advised that you are responsible for paying your mortgage and maintaining your backflow/sprinklers, septic systems, HOA dues, etc. unless otherwise noted in your contract.**

\_\_\_\_\_  
Signature Date

Pending  
W-9  ACH form  Escrow Payment  Insurance  Other \_\_\_\_\_

**Check All That Apply**

*These are items that will be left in the property and maintained by owner. If an item is left in the property and will not be maintained by owner, it will not be included in the advertising for the property.*

**Please annotate any that will not be maintained.**

- HOUSE TYPE**
- Single Family
  - Duplex
  - Four-plex
  - Other \_\_\_\_\_

- UTILITIES**
- Electric
  - City Water
  - Septic/ Aerobic System
  - Well
  - Outside City Limits?

- HEATING/COOLING**
- Central Heat/Air – Electric
  - Central Heat/Air – Gas
  - Heat Pump
  - Window Unit

- HANDICAP AMENITIES**
- Hand Rails
  - Lower Fixtures
  - Ramp/Wheelchair Access
  - Wide doorways

- FIREPLACE TYPE**
- Wood Burning
  - Decorative
  - Gas Logs
  - Electric
  - Freestanding

- ENERGY FEATURES**
- Ceiling Fan
  - Attic Fan
  - Programmable Thermostat
  - Double Pane Windows
  - Gas Water Heater
  - Low E Windows
  - Tinted Windows
  - Solar Panels
  - Storm Doors
  - Tankless Water Heater

- SPECIALTY ROOMS**
- Separate Utility Room
  - Extra Storage Room
  - Second Master
  - Game/Media Room
  - Attic Storage
  - Washer/Dryer Hook-ups – Utility Room
  - Washer/Dryer Hook-ups – Garage
  - Washer/Dryer Hook-ups – Upstairs

- INTERIOR FEATURES**
- Bay Windows
  - Cable TV Available
  - High Speed Internet
  - Decorative Lighting
  - Intercom
  - Loft
  - Paneling
  - Vaulted Ceilings
  - Water Softener
  - Window Coverings
  - Carpet Flooring
  - Ceramic Tile Flooring
  - Concrete Flooring
  - Laminate Flooring
  - Vinyl Flooring
  - Wood Flooring

- APPLIANCES**
- Built-in Microwave
  - Refrigerator
  - Smooth-top Stove
  - Electric Range
  - Gas Range
  - Double Ovens
  - Dishwasher
  - Disposal
  - Vent-a-Hood – Exterior
  - Vent-a-Hood – Recirculating
  - Ice Maker

- BED/BATH**
- Built-ins
  - Double Shower
  - Double Vanities
  - Garden Tub
  - Jetted Tub
  - Jack/Jill Bath
  - Linen Closet
  - Medicine Cabinet
  - Separate Shower
  - Separate Vanities
  - Sitting Area in bedroom
  - Split Bedrooms
  - Walk-in Closets

- KITCHEN/DINING**
- Breakfast Bar
  - Butlers Pantry
  - Eat-in Kitchen
  - Galley Kitchen
  - Granite Countertop
  - Island
  - Pantry

- EXTERIOR FEATURES**
- Balcony
  - Deck
  - Patio/Porch
  - Covered Patio/Porch
  - Sprinkler System
  - Exterior Kitchen
  - Gazebo
  - Storage Building
  - Workshop
  - Sidewalks

- FENCING**
- None
  - Partially Fenced
  - Chain Link
  - Dog Run
  - Wood
  - Rock/Stone
  - Vinyl

- PARKING/GARAGE**
- Assigned
  - Attached
  - Detached
  - Garage Opener
  - Number of Remotes \_\_\_\_\_

- POOL/SPA**
- Above Ground
  - In Ground Fiberglass
  - In Ground Vinyl
  - Heated
  - Attached Spa
  - Hot Tub

- COMMUNITY FEATURES**
- Club House
  - Community Pool
  - Gated Entrance
  - Playground
  - Jogging/Bike Path
  - Tennis

- OTHER AMENITIES**
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