



ORLANDO REALTY & PROPERTY MANAGEMENT

PROPERTY INFO SHEET

Office: 407-641-5049 Fax: 407-429-3857 orpm@407rentals.com
4700 Millenia Blvd., #500, Orlando, FL 32839 www.407rentals.com

Address: _____ City: _____ Zip: _____

Subdiv: _____ Yr Built _____ Sq.Ft. _____ Beds _____ Baths _____ Available Date: _____

1. Is the unit occupied?: _____ By whom: _____ Phone #: _____

2. Is there a view? (Circle): Golf Lake Pond Conserv. Pool Other: _____

3. Is Cable TV inclu. in HOA? _____ Is anything else included in the HOA (water, etc)?: _____

4. Pets ok?: Y() N() Many of the units your property will be competing with will be accepting pets. More than 70% of the renting population has family pets, not allowing pets could **SIGNIFICANTLY LENGTHEN THE TIME** to locate a qualified tenant. Our recommendation 98% of the time is to absolutely allow pets. Certainly no dangerous pets, such as pitbulls, etc. Please inquire about our aggressive pet policy.

5. College Students Ok? Y() N() Owner ok with 7mo. Lease? Y() N() 9mo. Lease?: Y() N() Best end date: _____

6. Personal Property Included (Also, if there is a warranty, place warranty info on the blank like)

Is there a Microwave?: Y() N()if not, owner putting one in? Y() N() _____

Washer/Dryer?: Y() N()if not, owner putting one in? Y() N() _____

Fridge?: Y() N()if not, a Fridge must be installed, ok? Y() N() _____

Garage Door opener?: Y() N()if not, owner putting one in? Y() N() _____

Blinds?: Y() N()if not, Blinds must be installed, ok? Y() N() _____

Other personal items: _____

(If you need more room to write down add'l personal items, please email us the list to orpm@407rentals.com with your property address as the subject line)

7. Community Amenities: _____

(It is critical this information is correct as it will be used in advertising.)

8. HOA pay for lawn care?: Y() N() . Other Lawn Vendor? Y() N() Their fee per mo.? \$ _____ Contact Info: _____

Pool Co Contact Info: _____

9. Is there an HOA? Y() N() If YES, you must provide/email all current & future association rules, regulations and info to our office.

Have you been approved by the HOA to lease your property? Y() N() Initial Here: _____

HOA Phone #: _____ Contact person: _____

Is there an HOA applic fee? Y() N() If so, how much per person? \$ _____ Does the HOA allow roommates?: Y() N()

Does the HOA need a copy of the lease, or any other forms?: _____

10. Warranty Co: _____ Phone: (_____) _____

(Please note that we will need ALL warranty info emailed to orpm@407rentals.com)

Acct #: _____ 11. Fire extinguisher? _____ if not place one in garage.

12. How many parking spots? _____ Spot number(s): _____

Is there a Home Alarm code? Y() N() , if yes, what is the code?: _____ Alarm instruct.: _____

Is there a Subdiv gate code?: Y() N() , if yes, what is the code?: _____

How many POOL keys do you have: _____ Storage Key?: _____ Mailbox keys: _____ Mailbox #: _____

Have you contacted the guard gate office to add Orlando Realty & Property Mgmt + OTHER AGENTS to the list to enter subdivision? Y() N()

If there is Garage Door Openers or Security Gate Openers, we will need 2 of each of those.

13. Location of air filer: _____ of water shut off valve: _____

14. BEFORE ADS CAN BE PLACED, WE NEED ALL KEYS, OPENERS, CODES. Mailing? Please FEDEX (the sooner we have your keys, the sooner the property can be leased!) How will you get the 3 front door keys & ALL keys/remotes to our office? (Circle): Mail Drop

15. Electric Co.: _____ Water: _____ Gas: _____ Trash pick up days: _____

16. Is there a Septic Tank: Y() N() - Last pump date: _____

17. MISC: _____

18. Owner Name(s) _____ (Cell) _____

Owner's Address: _____ (Please write clearly) _____

(_____) Emergency Contact & #: _____

(Please place your name, address and atleast 3 phone numbers even if you think we have them.)

Email: _____ 2nd email _____

(Please write clearly)

19. Ad Price: _____ How did you hear about us? Internet: () or Referred by: _____

20. Answering all of the questions accurately will help us lease/manage your property more effectively. I have filled out this document COMPLETELY, provided at least 2 phone #s & 2 email addresses and have emailed ALL warranty info. Please initial below.

Owner Initials