

# M1TC - Property Intake Form

## Property Address

Address	City	Zip
Asking Rent Price	Community, Subdivision, or Complex Name	

## Owner Information

Owner Name(s)					
Is the property held in a corporation or trust?		Yes	No	Name of corporation or trust	
Owner mailing address			City:	State:	ZIP:
Cell phone	Home phone		Alt phone		
Email address			Alt email address		

## Property Insurance Information

Insurance Company	Policy Number	
Expiration Date	Agent Name	Agent Phone

## HOA Contact Information

Is the property in a HOA? Yes No				<b>NOTE: If the property is in a HOA, please forward an electronic (PDF) copy of the HOA covenants or community rules to <a href="mailto:info@m1tc.com">info@m1tc.com</a></b>			
Does the HOA require specific terms in the lease?		Yes	No	If yes, describe:			
Does the HOA have pet restrictions?		Yes	No	If yes, describe:			
Does the HOA limit the <u>type</u> or <u>number</u> of vehicles parked on the property?		Yes	No	If yes, describe:			
HOA company name			HOA representative name				
HOA address			City		State		Zip
HOA phone		HOA Fax		HOA email			

## Property Description

Year Built	Square Footage:	# Bedrooms	# Full Baths	# 3/4 Baths	# 1/2 Baths
Lot Size:	Fenced/Gated Lot?	Horse Property?	Setting: Rural Residential		Stories/Levels:

## Interior Features

**Flooring:** Hardwood Laminate Carpet New Carpet Tile Vinyl Mixed Other:

**Fireplace:** None Wood Gas Sealed Non-Functional/Decorative Only

Appliances	Brand	Model	Color/Finish	Year New	Type: G=Gas, E=Electric	Brand	Model	Color/Finish	Year New
<input type="checkbox"/> Refrigerator:					<input type="checkbox"/> Stove: G E				
<input type="checkbox"/> Dishwasher:					<input type="checkbox"/> Cooktop: G E				
<input type="checkbox"/> Microwave:					<input type="checkbox"/> Wall Oven: G E				
<input type="checkbox"/> Clothes Washer:					<input type="checkbox"/> Clothes Dryer: G E				
<input type="checkbox"/> Trash Compactor:					<input type="checkbox"/> Other: G E				

**Kitchen Countertops:** Granite Composite Tile Formica Other:

**Kitchen Cabinetry:** Oak Maple Cherry Other:

Breakfast Bar Kitchen Island Family Kitchen Walk-In Pantry Dining Area Formal Dining Room Formal Living Room Great Room Family Room Bonus Room Loft Wet Bar

Garbage Disposal Air Filtration System Ceiling Fan(s) House Fan Vaulted Ceilings Water Softener Water Filter Wine Storage Utility Room In-Garage Laundry Area

Crown Moulding Main-Floor Bedroom Main-Floor Bath: Full--3/4--Half Main-Floor Master Bedroom Master Retreat Walk-In Closets Sky Lights Window Blinds Plantation Shutters

Solar Panels Central Vacuum Other:

**Heating:** Central Gas Central Electric Heat Pump Fuel Oil Solar Other:

**Cooling:** Central AC Window/Wall Unit Evaporator (Swamp Cooler) Other:

**Water Heater Type:** Gas Electric

**Water Heater Location:**

**Laundry Hookups:** Gas Electric Interior Room Closet Garage Other:

## Paint Codes

Interior Paint: Brands, Sheen, and Color Codes. List all rooms as necessary:

Br 1	Br 2	Br 3	Br 4	Ba 1	Ba 2

Exterior Features														
Finish: Stucco Concrete Vinyl Aluminum Brick Wood Other:							Roof: Shingle Concrete Tile Clay Tile Wood Shake Other:							
Patio	Raised Deck	Balcony	Carport	Shed	Workshop	Barn	Stable	Boat Dock	Rear Access	RV Pad	Trailer Pad	Septic Tank	Rain Gutters	
Pool: In-ground Above-ground		Spa: In-ground Above-ground		Outdoor Grill		Outdoor Bar-Fridge		Fully Fenced Lot		Partially Fenced Lot		Fountain	Water Feature	
Other:														
Views: Mountains Hills Lake Golf Course Lights Greenbelt Park Valley Orchard Pasture River Vineyards Panoramic Other:														
Garage & Parking														
Garage: Attached Detached # Spaces: Deck Carport Driveway only Street only Parking lot														
Garage Door Opener: Y N			Max # Cars allowed at once				Assigned parking spaces:				Other:			
Additional Parking Restrictions:														
Mailbox														
Box Number:				Box Location:										
Access Codes & Remotes														
Gate Code				Remote Access Devices required: Magnetic card				Gate clicker				Key Fob		
Other (describe):														
Security System Monitoring Information														
Monitoring Co.						Monitoring Phone				Monitoring Password				
Arm Code				Disarm Code				Other:						
Complex or Neighborhood Amenities														
Pool	Spa	Tennis	Volleyball	Playground	Tot Lot	Park	Sports Field	BBQ/Picnic Area	Walking Trail	Club House	Business Center	Fitness Center		
Dog Park	Golf Course	Lake	Boating	Dock	Gated Community	Security Guard	Horse Facility	Community Orchard	Other (describe):					
Utilities														
Water	Tenant pays			Owner pays			HOA pays		N/A		Well Water		Free Lawn Irrigation Water	
Power	Tenant pays			Owner pays			HOA pays		N/A					
Gas	Tenant pays			Owner pays			HOA pays		N/A					
Trash	Tenant pays			Owner pays			HOA pays		N/A					
Other:														
Lawn														
Landscaping: Fully Landscaped Partially Landscaped Non-Landscaped Garden Fruit Trees Exotic Plants Water Feature Other:														
Maintenance: <input type="checkbox"/> Tenant pays <input type="checkbox"/> Owner pays <input type="checkbox"/> N/A				Services rendered by: <input type="checkbox"/> M1TC appointed <input type="checkbox"/> Owner appointed: Name Phone										
Pool and Spa														
Maintenance: <input type="checkbox"/> Tenant pays <input type="checkbox"/> Owner pays <input type="checkbox"/> N/A				Services rendered by: <input type="checkbox"/> M1TC appointed <input type="checkbox"/> Owner appointed: Name Phone										
Pet Policy														
Yes	No	Maybe (case by case)			Restrictions:				Weight limit:		Type/Number:			
Does your Homeowner Insurance restrict any pet breeds? (Pit Bull, Rottweiler, etc.)														
Notes on pets:														
Additional Notes and/or Optional Services Requested														

This Property Intake Form is to be incorporated as an addendum to the Property Management Agreement dated: \_\_\_\_\_

Owner Signature

Owner Signature

Date