



Please help us in the effective management of your investment property by supplying the following information. This information will assist us in the marketing, maintenance, and overall efficient management of your investment property. Thank you for your assistance.

**General Information**

Address:

Unit Type: SF Condo Town Apartment

Square Footage:

**Amenities**

Please check all that apply

<input type="checkbox"/>	Living Room	<input type="checkbox"/>	Sunroom	<input type="checkbox"/>	Den	<input type="checkbox"/>	Office
<input type="checkbox"/>	Dining Room	<input type="checkbox"/>	Veranda	<input type="checkbox"/>	Front Porch	<input type="checkbox"/>	Deck
<input type="checkbox"/>	Gas Logs	<input type="checkbox"/>	Fenced Yard	<input type="checkbox"/>	Eat In Kitchen	<input type="checkbox"/>	Water Included
<input type="checkbox"/>	Lawn Care Included	<input type="checkbox"/>	Security System	<input type="checkbox"/>	Master on Main	<input type="checkbox"/>	Neighborhood Pool
<input type="checkbox"/>	Clubhouse	<input type="checkbox"/>	Backyard Pool	<input type="checkbox"/>	Tennis Court	<input type="checkbox"/>	Ceiling fans
<input type="checkbox"/>	Walking Trails	<input type="checkbox"/>	Playground	<input type="checkbox"/>	Historic District	<input type="checkbox"/>	Handicap Accessible
<input type="checkbox"/>	Blinds	<input type="checkbox"/>	Community Lake	<input type="checkbox"/>	Hot Tub	<input type="checkbox"/>	Horse Stable
<input type="checkbox"/>	Sauna	<input type="checkbox"/>	Lake Front	<input type="checkbox"/>	Pond	<input type="checkbox"/>	Vaulted Ceilings
<input type="checkbox"/>	Dock	<input type="checkbox"/>	Wet Bar	<input type="checkbox"/>	Basement	<input type="checkbox"/>	Storage Shed
<input type="checkbox"/>	Gated Community	<input type="checkbox"/>	New Construction	<input type="checkbox"/>	Dog Run	<input type="checkbox"/>	Newly Renovated
<input type="checkbox"/>	Bonus Room	<input type="checkbox"/>	Garden Tub	<input type="checkbox"/>	Skylights	<input type="checkbox"/>	Living/Dining Combo
<input type="checkbox"/>	Garden Space	<input type="checkbox"/>	Screened Porch	<input type="checkbox"/>		<input type="checkbox"/>	

Other:

**Unit Information**

\*\*\*MAINTENANCE\*\*\*

Home Warranty?	Yes No
Home Warranty Company	
HOA?	Yes No
HOA Name	
HOA Tel Number	
HOA Deed Book	
HOA Page	
HOA Fees Include	
Who Pays HOA Dues	
Appliances Warranty	Yes, please provide information No
Clean Gutters	Yes No
Gutter Cleaning Frequency	1 time per year 2 times per year Never
Lawn Care When Vacant	Yes No
Filter Size 1	
Filter Quantity 1	
Filter Size 2	
Filter Quantity 2	
Other filters	

\*\*\* GENERAL INFORMATION \*\*\*

Pets Accepted	Yes Yes, only up to 25 pounds No Case by Case
Students Accepted	Yes No



Smokers Accepted	Yes No	Please note that it is very difficult to enforce this provision
Insurance Company		
Insurance Agent		
Insurance Agent Telephone		
Insurance Certificate expiration	Please provide an ACORD Certificate of Insurance showing Birch Management, Inc. as the certificate holder	
Occupied	Yes No	
Section 8 Approved	Yes No	
RUCO Certificate of Occupancy	Yes No	
RUCO Expiration		
Power Status	On On(breakers off) Off	
*** UTILITY INFORMATION***		
Water	Municipal Community Well	
Water Provider and Contact		
Electric Provider and Contact		
Sewer	Municipal Community Septic	
Gas Provider and Contact		
Oil Provider and Contact		
Trash Name and Number		
Who Supplies Garbage Cans	Landlord Tenant	
Trash Pick Up Day	Monday Tuesday Wednesday Thursday Friday	
Security System Information and Contact		
*** MARKETING INFORMATION ***		
Year Built		
Subdivision		
Parking	Garage Driveway Parking Lot Garage	
Flooring	Wood Carpet Vinyl Other:	
Fireplaces	None 1 2 3 4	
Heat	Gas Electric Oil Propane Other:	
A/C	Central Window Unit None	
Heating Fuel 2nd Source		
Water Heater-m	Gas Electric Other:	
Range	Yes No	
Compactor	Yes No	
Microwave	Yes No	
Refrigerator	Yes No	
Disposal	Yes No	
Dishwasher	Yes No	
Washer	Yes No Hook-up Only	
Dryer	Yes No Hook-up Only	
Exhaust Fan	Yes No	
Bedrooms	1 2 3 4 5 6	
Baths	Full: 1 2 3 4 5 Half: 1 2 3 4 5	



County	
Style	
Stories	1 2 3
Exterior Finish	Brick Stucco Vinyl Wood Other:
Elementary School	
Middle School	
High School	
Available	
Miscellaneous Marketing Information	
Miscellaneous Marketing Information	
Rent Specials	
Directions	
*** INVENTORY ***	
Mailbox Key	Yes No
Pool Key	Yes No
Entry/ Storage Key	Yes No
Garage door openers	Yes No
***This section is used for inventory tracking, please note sample***	
Sample- Oven-i	Total number- 1
Sample- Oven brand	Amana
Sample- Oven Model	Model XY72456
Sample- Oven Color	White
Sample- Oven Comments	Missing 1 rack
Oven-i	
oven brand	
Oven Model	
Oven Color	
Oven Comments	
Range-i	
Range Brand	
Range Model	
Range Color	
Range Comments	
Refrigerator-i	
Refrigerator Brand	
Refrigerator Model	
Refrigerator Color	
Refrigerator Comments	
Dishwasher-i	
Dishwasher Brand	
Dishwasher Model	



Dishwasher Color	
Dishwasher Comments	
Microwave-i	
Microwave Brand	
Microwave Model	
Microwave Color	
Microwave Comments	
Rangehood-i	
Rangehood Brand	
Rangehood Model	
Rangehood Color	
Rangehood Comments	
Trash Compactor-i	
Trash Compactor Brand	
Trash Compactor Model	
Trash Compactor Color	
Trash Compactor Comments	
Disposal- i	
Disposal Brand	
Disposal Model	
Disposal Comments	
Washing Machine- i	
Washing Machine Brand	
Washing Machine Model	
Washing Machine Color	
Washing Machine Comments	
Dryer- i	
Dryer Brand	
Dryer Model	
Dryer Color	
Dryer Comments	
A/C- i	
A/C Brand	
A/C Model	
A/C Comment	
Heat Pump- i	
Heat Pump- Brand	
Heat Pump Model	
Heat Pump Comments	
Oil/ Propane Tank	
Humidifier- i	
Humidifier Brand	
Hunidifier Model	



Humidifier Comment	
De-humidifier- i	
De-humidifier Brand	
De-humidifier Comment	
Ceiling Fans- i	
Ceiling Fans Brand	
Ceiling Fans Comments	
Water Heater- i	
Water Heater Brand	
Water Heater Model	
Water Heater Comment	
Garage Door Openers-i	
Garage Door opener Brand	
Garage Door Comments	
Irrigation System- i	
Irrigation system Brand	
Irrigation System Comments	
Blinds- i	
Blinds type	
Blinds comments	
Curtains- i	
Curtains type	
Curtains Comments	
Gas Logs- i	
Gas logs brand	
Electrical Fixture 1	
Electrical fixture 2	
Electrical fixture 3	
Electrical fixture 4	
Area Rugs	
additional item 1	
additional item 2	
additional item 3	
Personal Property left in unit	
***RENT TO OWN PROGRAM***	
Rent to Own	Yes No
RTO Price	
RTO Deposit	
RTO % Rent to Deposit	
****FOR SALE****	
For Sale	Yes No
Listing Agent and Company	
***KEY COMPONENT REPLACEMENT DATE***	



Carpet (Date)	
Carpet notes	
HVAC	
HVAC Notes	
AC	
AC Notes	
Water Heater	
Water Heater Notes	
Roof	
Roof Notes	
Interior Paint	
Interior Paint Notes	
Exterior Paint	
Exterior Paint Notes	
Range/Stove	
Range/Stove Notes	
Refrigerator	
Refrigerator Notes	
Dishwasher- replacement	
Dishwasher notes	
Disposal Replacement	
Disposal replacement notes	