



Preferred Property Management

Property Owner Input Form

Our goal is to ensure professional and competent managing of your property. Please take a few moments to complete this form in order to help us exceed your expectations.

Please add allcountypreferred.com to your e-mail provider Safe Recipient List.

****PLEASE INITIAL EACH APPLICABLE BOX****

Property Address: _____ City: _____

This property is:

Vacant Tenant Occupied, Move-Out: _____ Owner Occupied, Move-Out: _____

Alarm, Code: _____ Gated Community, Code: _____ Septic Sewer

If septic, last pumped date: _____ Pump Location: _____

Special Instructions for Pumps & Septic Systems: _____

Property Utilities:			
<input type="checkbox"/> Electric	<input type="checkbox"/> Well Water	<input type="checkbox"/> Gas	<input type="checkbox"/> City Water
<input type="checkbox"/> Cable Ready	<input type="checkbox"/> Alarm	<input type="checkbox"/> Internet Ready	Other: <input type="checkbox"/> _____

Please indicate which utilities are the tenant's responsibility: _____

Appliances/extras to remain (all properties must have refrigerator and oven/range):

Dryer Washer Sink Disposal Trash Compactor
 Microwave Dishwasher Auto Icemaker Ceiling Fan (working)

Smoke Detectors with fresh, working batteries

Functioning Plumbing Functioning Electrical Functioning HVAC

*Request for detailed inspection: *Detailed inspection performed is to assess the condition of the property**

Note: Appliances or fixtures installed yet not disclosed to be non-functional must be functional or repaired.

Property is rent-ready. (Properties not rent-ready will require the minimum monthly fee while property is being made rent-ready).

****Please note: if HVAC Contract is not provided below, owner acknowledges that All County will use one of its trusted vendors for maintenance service****





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Do you have an HVAC Maintenance Contract? NO YES
 HVAC Maintenance Contract info: _____
 Do we have your permission to have HVAC Preventative Maintenance Service for you (cost may be less than \$85 for each tune-up)? NO YES: ANNUALLY SEMI-ANNUALLY

Do you have a point of contact for repairs? NO YES *If yes, **all vendors performing work at an occupied property MUST be licensed and insured for the specific work being performed.** Please indicate vendor specifics (work performed), name and phone number:

***NOTE:** If contact information is not provided, All County will contact one of its trusted vendors for routine and emergency calls.

****In the interest of providing prompt service to tenants, repair estimates must be approved quickly so that services can be completed. IF 7 DAYS PASS AND THE OWNER HAS NOT PROVIDED AUTHORIZATION TO PROCEED OR SOME OTHER DIRECTION REGARDING A MAINTENANCE ISSUE, OWNER AGREES THAT ALL COUNTY MAY HAVE A VENDOR PERFORM A SERVICE UP TO \$400 AND OWNER AGREES TO COMPENSATE VENDOR FOR SUCH SERVICE.**

Does the subdivision have a HOA? No Yes *If yes, is tenant approval required? No Yes
 Association Contact Information (if applicable): _____
***PLEASE provide HOA documents electronically to Contact@AllCountyPreferred.com**
 Services Provided by HOA (if applicable):
 Lawn Trash Other: _____ Other: _____

Rent Includes:

Water Sewer Trash Pool Care (*see below) Lawn Care (*see below)
 Gas Electric Alarm Pest Control (Interior) Basic Cable
 Basic Internet Pest Control (Exterior/Lawn) Other: _____

Please initial appropriate box if Tenant is responsible for Sewer or Trash Pickup?



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*Lawn care includes: ___ Basic (Cut, Edge, Weed-Eat, and Blow) ___ Weed Control ___ Pest Control
 ___ Fertilizer ___ Sprinkler Service Other/Note: _____
 ___ Trim Trees ___ Trim Bushes

Homeowner Lawn Care Provider Contact Information: _____

Lawn care applicable notes: _____

*Pool care includes: ___ Cleaning ___ Skimming ___ Chemicals ___ Vacuuming ___ Other: _____

Pool Heating Equipment: Solar Gas Electric Not Heated

Homeowner Pool Care Provider Contact Information: _____

Pool care applicable notes: _____

Rent Furnished Only (please attach a list of furnishings). Not Furnished.

Furnished, but willing to donate/store furnishings.

Would you like your lawn maintained prior to your new tenant moving in? Yes No

Would you accept a Section 8* tenant for your property (if applicable)? Yes No

*Section 8 tenants are screened the same as non-Section 8 tenants.

Has the property been cleaned professionally? _____

Note: Property will be cleaned before tenant move-in at the discretion of the property manager. This is usually a light cleaning that costs up to \$150 and includes vacuum, mop floors, dusting (ceiling fans, window sills, etc.), appliance wipe down, refresh restrooms, etc. We always want a tenant to move into a clean and presentable property which includes a clean interior, clean entry area, clean garage and patio areas (as applicable).

Any restrictions on Pets? _____

*We strongly encourage all owners to accept pets, as 90% of our tenants have a pet. In accordance with federal law, we do not deny tenants with medically necessary service animals.



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Stipulations for Lease: _____

Additional Notes/Comments: _____

Owner/Authorized Signature

Date