

Property Information Sheet

OWNER IS TO COMPLETE THIS FORM TO THE BEST OF THE OWNER'S KNOWLEDGE

Section 1.

Property Address:					
City:		State:		Zip:	

Section 2.

Availability

Please be sure that the move-in date is accurate.

When we market your property, we must list the date available for move in. This date is placed in the Multiple Listing Service (MLS) and other internet advertising. Tenants expect the property to be available, ready, and in move-in condition on this date.

When will the property available for tenants to move-in?	
What date may we begin showing the property to prospective tenants?	

What do you like the most about your house? What do you think is the best feature of your house?
Please tell us anything you think that makes your house stand out from neighboring homes.

*** ALL UTILITIES THAT ARE CURRENTLY IN THE OWNER'S NAME MUST REMAIN IN THE OWNER'S NAME UNTIL LEASED
*IF THE UTILITIES ARE OFF, ALLSOURCE PROPERTY MANAGEMENT WILL TURN ON THE UTILITIES AT THE OWNER'S
EXPENSE**

Section 3.

General Property Information

The Property has the items marked below:
(Mark Yes (Y), No (N), or Unknown (U))

Item	Y	N	U	Additional Information
Central A/C				<input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Heat Pump Number of units: _____
Wall/Window AC Units				Number of units: _____
Central Heat				<input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Heat Pump Number of units: _____
Other Heat				If yes describe:
Fireplace & Chimney				<input type="checkbox"/> Wood burning <input type="checkbox"/> Gas Date last cleaned: _____
Gas Logs in Fireplace				
Ceiling Fans				Number of units: _____
Carport				<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached
Garage				<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached
Garage Door Openers				Number of units: _____ Number of remotes: _____ Model / Model #: _____
Fences				<input type="checkbox"/> Wood <input type="checkbox"/> Chain-link <input type="checkbox"/> Other: _____
Patio/Decking				Describe:
Outdoor Grill				Location:
Underground Lawn Sprinkler				<input type="checkbox"/> Automatic <input type="checkbox"/> Manual Areas Covered: _____
Septic/Onsite Sewer Facility				If yes, attach Information About On-Site Sewer Facility (TAR-1407)
Water Heater				<input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Other: _____ Number of units: _____
Water Softener				<input type="checkbox"/> Owned <input type="checkbox"/> Leased from: _____ <i>Please be sure to continue to make your payments until the contract is up or pay any cancellation fees. (Fees will not be charged to tenants)</i>
Washer/Dryer Hookups				Dryer hookups are: <input type="checkbox"/> Gas <input type="checkbox"/> Electric
Washer				Serial #: _____
Dryer				Serial #: _____
Sauna				
Alarm System				<input type="checkbox"/> Owned <input type="checkbox"/> Leased from: _____ Ph. _____ <i>*Owners are still liable for any security contracts that they have with their security alarm company. Please be sure to continue to make your payments until the contract is up or pay any cancellation fees. (Fees will not be charged to tenants)</i>
Smoke Alarms				Number of units: _____ Smoke alarms must not be expired must be less than 10 years old.
Kitchen Equipment				<input type="checkbox"/> Range-Oven combo <input type="checkbox"/> Cooktop <input type="checkbox"/> Oven <input type="checkbox"/> Microwave <input type="checkbox"/> Dishwasher <input type="checkbox"/> Disposal <input type="checkbox"/> Vent hood <input type="checkbox"/> Trash Compactor <input type="checkbox"/> Refrigerator <input type="checkbox"/> Other: _____
Air Filters				Number: _____ Size: _____ Location: _____

Are you aware of any item, equipment, or system in or on the Property that needs repair?

Yes No *If yes, explain (attach additional sheets if necessary):*

Other Information

1. Was property built before 1978? Yes No

Before renting pre-1978 housing, lessors (landlords) must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees (tenants) must also receive a federally approved pamphlet on lead poisoning prevention. Please be sure you fill out the ADDENDUM REGARDING LEAD-BASED PAINT (TAR-2008) 10-14-03

2. Water to the property is supplied by:

City MUD WCID Co-Op Well (Location: _____)

3. The type of roof on the property is:

Composition Shingle Wood Shingle Flat (tar & gravel) Metal

Other: _____ Approx. Age: _____ years

4. If the property is a condominium or townhouse, describe parking spaces (numbers, is assigned location): _____

5. Describe the location and number of the mailbox: _____

Is mailbox privately owned (someone other than USPS)? Yes No

If yes, who: _____

6. **Provide any alarm codes, garage door codes, access codes, gate codes, common facility codes:**

7. Describe the location of:

a. Electrical breakers: _____

b. Water shut-off valve: _____

c. Gas shut-off valve: _____

8. Home warranties are not designed to adequately provide tenants Timely Maintenance. It will be disclosed to the tenant if there's a home warranty on the property which may delay timely maintenance.

Each time there is a maintenance repair involving a home warranty there will be \$45 charge to administrate and follow-up with the home warranty company. It often takes 3 to 4 hours of phone calls to follow up on one maintenance repair.

There are are not written warranties in effect for the Property or any appliances.
If yes, attach copies.

Do you have a one-year home warranty on your property? Yes No *If yes, fill out info below:*

Home Warranty Company:			
Contract #:		Phone #:	
Policy Start Date:		Policy End Date:	

Do you have builder warranty on your property? Yes No *If yes, fill out info below:*

Builder:		Closing Date:	
Warranty #:		Phone #:	

9. Provide the names and phone numbers of the current utility providers to the Property:

Electricity:		Phone #:	
Gas:		Phone #:	
Water/Sewer:		Phone #:	
Garbage:		Phone #:	
Other:		Phone #:	

Section 4.

Are you aware of any of the following?

<input type="checkbox"/> Yes <input type="checkbox"/> No	Owners' associations or maintenance fees or assessments. If yes, complete the following: Name of association: _____ Manager's Name: _____ Phone #: _____ Address: _____ Describe the common areas or facilities (pool, tennis courts, greenbelts, etc.): _____ _____ _____ Are there any user fees for the common facilities? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: _____ _____ Name the contact information of any other association to which the Property is subject: _____ _____ <i>Owners is responsible for paying HOA fees except for optional use areas.</i>
	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	Any lawsuits or other legal proceedings directly or indirectly affecting the Property.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Any condition on the Property which materially affects the health or safety of an individual.

If the answer to any of the items in Section 4 is yes, please explain (attach addition sheets if necessary):

Section 5.

Owner Check List

The following check list will go through a series of items that should be evaluated before turning the Property over to us:

Does the property have a pool, spa or Hot Tub? <i>Currently we are not accepting properties with a pool, Spa or Hot Tub, but we will be happy to suggest other companies that may be able to manage your property.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the house number visible from the street? (City Code)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do all bedrooms have working Smoke Alarms? Smoke alarms must not be expired and must be less than 10 years old.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the property have video cameras? <i>If yes owner needs to remove all video cameras or Confirm that they do not have access to any video cameras installed on the property.</i> <i>I/We do not have access to any video cameras on or in the property.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No Initials _____
Are there Burglar Bars Installed? If YES , are they in Code?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Was the property built before 1978? <i>Before renting pre-1978 housing, lessors (landlords) must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees (tenants) must also receive a federally approved pamphlet on lead poisoning prevention.</i> <i>Please be sure you fill out the ADDENDUM REGARDING LEAD-BASED PAINT (TAR-2008) 10-14-03</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can all exterior doors be unlocked from the inside without a key?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all the light bulbs in place and working properly, including those in appliances?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all blinds which are being left behind in working order, free from damage and clean?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all windows, storm windows, and screens in place, clean, and free from damage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do all windows open and close properly, lock and remain in position when open?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have all personal items been removed from the property, including closets, cabinets, shed, garage, yard, and attic?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have all shrubs been trimmed to a height no taller than window level.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the yard mowed and trimmed immediately before you moved out? <i>ALLSOURCE PROPERTY MANAGEMENT may mow again if the yard needs mowed before the Tenants are scheduled to move in.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Are gutters properly attached, working, clean and free of debris?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any special instructions or information that you would like us to pass on to the tenants? <i>If Yes, please provide this information to us in writing. We will do our best to pass this information on to the new tenants.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the refrigerator stay? <i>Usually it is best not to leave the refrigerator unless it is on a smaller property. If your property has a refrigerator, you will be required to repair and/or replace it if necessary.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Property comes with a water softener, does it work? <i>***Please be sure salt level is <u>FULL</u> when you move out.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Property has a washer and dryer, will they be staying? <i>It is usually best not to leave the washer or dryer. If your property has a washer or dryer, you will be required to repair and/or replace them if necessary.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

AC Filter

We require that tenant use a pleated filter of the correct size unless there is a permanent filter in the unit. Please be sure to have a *clean*, pleated or permanent air filter in the furnace upon your move out.

Smoke Alarms

New Legislation Texas law HB 1168 requires a least one smoke alarm to be placed in each bedroom or in the room used for sleeping in the case of an efficiency unit. In addition, if multiple bedrooms are served by the same hallway, there must be a smoke alarm in the hallway in the immediate vicinity of the bedrooms. If the unit has multiple levels, there must be a smoke alarm on each level.

Carpet Cleaning

We require Tenants to have the carpets professionally cleaned at the time of move-out. Therefore, the carpets **must** be professionally cleaned before the tenants take possession of the property.

You're certainly free to choose any company, or we'll be happy to recommend a company that we use.

Do you wish us to schedule carpet cleaning after you move out? If so, please give us an accurate date of when you will be completely moved out, so we can schedule the carpet cleaners or call the office when you want us to send out the carpet cleaners.	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____
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Cleaning

We require Owners to have the property professionally cleaned before the tenants take possession of the property.

You're certainly free to choose any company, or we'll be happy to recommend a company that we use.

Do you want us to schedule professional cleaning after you move out? If so, please give us an accurate date of when you will be completely move out, so we can schedule the cleaners or call the office when you want us to send out the cleaners.	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____
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ALLSOURCE PROPERTY MANAGEMENT may touch up clean again if the property needs it before the Tenants move in.

The following items need to be completed before tenants move-in.

- Property professionally cleaned
- Carpets professionally cleaned
- New pleated air filters
- Yard maintained
- Remain in move in condition
- Property Re-Keyed and all security devices up to code
- Smoke alarms check and installed to code

If our property surveyor determines that property needs cleaning or repairs before the tenants move in, our property managers will order the cleaning or repairs.

Please feel free to come by our office and visit us. The management staff would be happy to meet with you. If you have any questions please call us at 281-942-7368.

Owner

Date

Owner

Date