



**3050 Dee St.  
Apopka, FL 32703  
407-739-5042**

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### **INFO FORM FOR PROPERTY OWNERS**

Congratulations! This is the first step to fewer headaches and fewer vacancies in your rental property. We'll use this information to tailor an agreement just for you. I look forward to doing business with you,

Pete Piacenti, President

1. Full name, phone, email and address of the primary contact for this agreement (where we will send your rent check):
  
2. Who owns this property? If the owner is not the person signing the contract, or if the owner is an entity and not a person, please provide us with proof that the signer is an agent of the entity, and also the Tax ID of the company.
  
3. What is the property address (with city, state, and zip please)
  
4. Please provide property specifics. (bedroom, bathroom, sqft, upgrades, etc.) Attach any photos you may have available.
  
5. Please list all amenities a tenant will have access to (pool, gym, etc.)
  
6. Are there any utilities included in the rental price?
  
7. What is the maximum amount you will allow us to spend on your behalf per month should maintenance or repairs need to be made? (Suggested at least \$300, as much as \$1000) \_\_\_\_\_ Part of the reason to hire a management company is because you want FEWER phone calls and issues to deal with. We have a great deal of expertise when it comes to property management and maintenance, and I encourage you to answer this question with that in mind. The higher the number that you allow us to spend on your behalf should something need to be addressed at your property, the fewer phone calls you have to make, and the fewer quotes you have to evaluate. Leave that to us – we're the professionals!
  
8. When was the roof replaced last? Is there a warranty? If so, by who? (Please provide this paperwork)



9. When was the AC replaced last? Is there a warranty? If so, by who? (Please provide this paperwork)
  
10. Is the property block or wood construction? Is there termite protection in place? (Please provide paperwork)
  
11. How long have you owned the property, and what have you rented it out for in the past?
  
12. Is there currently a tenant in place? If so, please provide us with contact information and the current lease in place.
  
13. What is the maximum length of lease you're comfortable with? \_\_\_\_\_ Often, we have found that locking in a good tenant for 2 or 3 years works out in your favor, but we wouldn't want to lock in a long term lease if you want to sell your property.