

# PROPERTY MANAGER LISTING FORM

- New Listing** \_\_\_\_\_
- Update Existing Listing** \_\_\_\_\_

## CONTACT INFORMATION

Owner \_\_\_\_\_

Owner Day Phone \_\_\_\_\_

Owner Email \_\_\_\_\_

Property Management \_\_\_\_\_

Property Management Day Phone \_\_\_\_\_

Property Management Email \_\_\_\_\_

Point of Contact \_\_\_\_\_

Point of Contact \_\_\_\_\_

Website \_\_\_\_\_

## BASIC PROPERTY INFORMATION

Complex Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Property Type:  Apartment  House  Townhouse  Condo  Mobile Home  
 Duplex  Triplex  Studio  Room for Rent

Complex Day Phone \_\_\_\_\_

Neighborhood/Location \_\_\_\_\_

\_\_\_\_\_

Please provide any comments or instructions about listing your basic property below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

## LISTING INFORMATION

Available Date \_\_\_\_\_

Total Units in building \_\_\_\_\_

Year Built \_\_\_\_\_

Lease Term  MONTH TO MONTH  SIX MONTH  ONE YEAR  NEGOTIABLE

Floor Plan Type \_\_\_\_\_

Units Vacant \_\_\_\_\_

Bedrooms \_\_\_\_\_

Baths \_\_\_\_\_

Square Feet \_\_\_\_\_

Furnished:  YES  NO

Rent \$ \_\_\_\_\_

Additional Fee \$ \_\_\_\_\_

Deposit \$ \_\_\_\_\_

Amenities Offered \_\_\_\_\_

Pets  YES  NO  ON APPROVAL

Pet Deposit \$ \_\_\_\_\_

Pet Types \_\_\_\_\_ # \_\_\_\_\_ Max Weight \_\_\_\_\_

Utilities Included \_\_\_\_\_

Appliances Included \_\_\_\_\_

Laundry  WASHER  DRYER  HOOK UP  LAUNDRY FACILITY

Air Conditioning  YES  NO

Parking  GARAGE  CARPORT  GATED  ON STREET  OFF STREET

Military Discount \_\_\_\_\_

Description/ Other \_\_\_\_\_

Do the changes in this form need to be made to multiple listings? If so, please list below:

Please provide any comments or instructions about listing your property below:

Please update every 30 days (Call/Email). Notify our office when the unit(s) is rented. Thank you!