

**PROPERTY INTAKE FORM**

Property Address \_\_\_\_\_  
 Owner(s) & Percentages \_\_\_\_\_  
 Business Name & EIN# \_\_\_\_\_  
 Spouse/Alternate \_\_\_\_\_  
 Owner's Address \_\_\_\_\_  
 Cell Phone \_\_\_\_\_ Alt/Spouse Phone \_\_\_\_\_  
 Your Email \_\_\_\_\_ Alt/Souse Email \_\_\_\_\_  
 How did you hear about FPM? \_\_\_\_\_  
 Online Search, please list the website: \_\_\_\_\_ Referral, please list the client: \_\_\_\_\_

**PROPERTY DESCRIPTION:**

BDRM x BATH \_\_\_\_\_ Square Footage \_\_\_\_\_  
 Type of Heat (Gas, Electric, Radiant) \_\_\_\_\_  
 Year Built \_\_\_\_\_ Stories \_\_\_\_\_  
 # of House keys \_\_\_\_\_ Mail keys \_\_\_\_\_ Pool/clubhouse keys \_\_\_\_\_ Garage remotes \_\_\_\_\_

**MARKETING STRATEGY:**

It is in the best interest of both the Management and Owner to rent the Property as soon as possible. Rental Market rates are sensitive and if your property has not been rented in a reasonable amount of time, three to six weeks; it is most likely because the rent is higher than the rental market warrants. Rent reduction is generally done in \$50-\$100 increments. If the property doesn't rent in a reasonable amount of time using these guidelines, we will discuss other options with you.

Initial Marketing Price \$ \_\_\_\_\_ Security Deposit \$ \_\_\_\_\_  
 Desired Lease Terms (one year, 18 months, two year) \_\_\_\_\_

**PETS:**

Under the law, service/companion animals are not considered pets and are exempt from increased deposits and restrictions. Service/companion animals are not limited to dogs and cats.

Pets Allowed Y or N \_\_\_\_\_ Max # Pets Allowed \_\_\_\_\_  
 Restrictions \_\_\_\_\_

**DESIGNATION OF OWNER OR TENANT RESPONSIBILITY:**

(Mark HOA, Owner, or Tenant) (Check correct utility box)

<b>Power</b>		<b>Idaho Power</b>				
<b>Gas</b>		<b>Intermountain Gas</b>				
<b>Water</b>		<b>Suez</b>	<b>Capital Water</b>	<b>Meridian City</b>	<b>Eagle Water Co</b>	<b>Garden City</b>
<b>Sewer</b>		<b>Boise City</b>	<b>Meridian City</b>	<b>Garden City</b>	<b>Eagle Sewer</b>	
<b>Trash</b>		<b>Boise City</b>	<b>Meridian City</b>	<b>Garden City</b>	<b>Republican Services</b>	

**Please don't skip anything. These questions make sure that when we list your home for rental we are giving as much information as the renter will need.**

**Emergency contact:** (Name and Phone) \_\_\_\_\_

**LANDSCAPING:**

Who is responsible for landscaping? Owner, Tenant, or HOA \_\_\_\_\_

If owner is responsible, please list landscaper name and contact information

\_\_\_\_\_  
Please designate who is responsible for sprinkler blow-outs and turn-ons (SMPM, HOA, or Owner's landscaper) \_\_\_\_\_

**MAINTENANCE INFORMATION:**

Date of last interior paint job \_\_\_\_\_

Knowledge of lead-based paint? (pre-1978 homes) \_\_\_\_\_

Age of carpet \_\_\_\_\_ Age of Vinyl/Other Flooring \_\_\_\_\_

Water Heater Location \_\_\_\_\_ Age of Water Heater \_\_\_\_\_

Emergency Water Shut Off Location \_\_\_\_\_

Electrical Panel Location Crawl Space Access Location \_\_\_\_\_

Sprinkler Timer Box: \_\_\_\_\_

Furnace Location(s) \_\_\_\_\_

Furnace Filter Size \_\_\_\_\_ # of filter(s) \_\_\_\_\_

Washer/Dryer Included with rental? (Y/N) \_\_\_\_\_ Hookups are Gas or Electric? \_\_\_\_\_

**HOMEOWNER'S INSURANCE CONTACT INFO:**

Company & Agent Name \_\_\_\_\_

Phone # \_\_\_\_\_ Policy # \_\_\_\_\_

**SCHOOLS:**

Grade School \_\_\_\_\_ Jr. High \_\_\_\_\_

High School \_\_\_\_\_

**HOMEOWNERS ASSOCIATION:**

Board Member Contact Information \_\_\_\_\_

Does your neighborhood have any restrictions your tenants should know about? \_\_\_\_\_

**Neighborhood Amenities:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Other:** Alarm code, garage code, fireplace (wood/gas), water softener, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional information:**

Any Appliances staying with the rental (if yes, what?) \_\_\_\_\_

Parking (Driveway, street, garage, etc.) \_\_\_\_\_

Air conditioning (Central, Window, none, etc.) \_\_\_\_\_

Flooring throughout home (Carpet, Vinyl, hardwood, tile etc.) \_\_\_\_\_

Handicap Accessible? \_\_\_\_\_

Preferred Cable Company \_\_\_\_\_

Preferred Internet Company \_\_\_\_\_

Home Amenities: (Please check all that apply)

- Acreage  Balcony  BBQ Area  Boat/Camper Storage  Ceiling Fans  Corner Lot
- Cul De Sac  Dead End Street  Deck  Dog Park  Elevator  Fenced  Fire Pit  Fireplace
- Fitness Area  Furnished  Game Room  Garage  Gated  Golf Course  Hot Tub  Ice Maker
- Irrigation  Outdoor Rec Area  Patio  Pool  Sauna  Storage Building/Shed  Tennis Courts
- Water View  Waterfront

**Other:** Any other amenities your home or neighborhood might have that a renter would love.

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