PMI Property Management INC.

ASSOCIATION · COMMERCIAL · RESIDENTIAL · VACATION

BASIC INFORMATION

Broker ID: _____ (6)   **Agent ID:** _____ (6)

*Area: _____ (4) *(Lookup)*   ***MAPSCO Grid:** _____ (5)   ***Monthly Lease $:** _____

*Street#: _____   **Street Dir:** _____   ***Street Name:** _____   **Unit # :** _____ (4)

*City: _____ *(Lookup)*   ***State:** _____ (2)   ***ZIP+4:** _____ - _____

*County: _____   **County AcctNo/Ad#:** _____ (25)

*Multiple County AcctNos: ☐ (Y/N)   **Additional County AcctNo 3:** _____ (25)

Additional County AcctNo 1: _____   **Additional County AcctNo 4:** _____ (25)

Additional County AcctNo 2: _____   **Additional County AcctNo 5:** _____ (25)

GENERAL INFORMATION

*Type

☐ Single Family Detached **(SFDET)**
☐ Garden/Patio Home/Detchd **(GPHD)**
☐ Townhouse/Attached **(TWNAT)**
☐ Duplex **(DUPLX)**

☐ Condominium **(CONDO)**
☐ Apartment **(APT)**
☐ Manufactured **(MANU)**
☐ Modular Home **(MDHM)**

☐ Triplex **(TRIPLEX)**
☐ Quadraplex **(QUADRAPLEX)**

*Intst/Dir: _____

_____ (255)

*Subdivision: _____ *(Lookup)*   ***Subd** Commonly Known As (if different): _____

Condo Name: _____ *(Lookup)*

Lengthy Legal Desc: _____ (60) If not in Bexar Co

*Year Built: _____ (4)   **or** ☐ **Unknown**   **Recent Rehab:** ☐ **(Y/N)**

Square Feet: _____ (5)   **Source SQFT:** ☐ **Appraiser (A)**   ☐ **Bldr Plans (B)**   ☐ **Appsl Dist (D)**   ☐ **HUD (H)**

*School District: _____ *(Lookup)*   ***Elem School:** _____ *(Lookup)*

*Middle School: _____ *(Lookup)*   ***High School:** _____ *(Lookup)*

Construction: ☐ New   **or**   ☐ Pre-Owned   ***Builder's Name:** _____ (25)

Rent Includes:

☐ No Inclusions **(NOINC)**
☐ Electricity **(ELEC)**
☐ Gas **(GAS)**
☐ Water/Sewer **(WT/SW)**
☐ Condo/HOA Fees **(FEES)**
☐ No Furnishings **(NOFRN)**
☐ Some Furnishings **(SMFRN)**
☐ Security Monitoring **(SECMN)**
☐ Water Softener **(WTRSF)**
☐ Yard Maintenance **(YDMNT)**
☐ Garbage Pickup **(GRBPU)**
☐ HOA Amenities **(AMNTS)**
☐ All Bills **(ALLBILLS)**
☐ Parking **(PARKING)**
☐ Pool Service **(POOLSERVICE)**
☐ Dishes **(DISHES)**
☐ Linen **(LINEN)**

☐ Pest Control **(PESTCTRL)**
☐ Cable TV **(CABLETV)**
☐ Sales Tax **(SALESTAX)**
☐ Gardening **(GARDEMING)**
☐ Maid Service **(MAIDSERVICE)**
☐ Phone-Local **(PHONELOCAL)**
☐ Phone-Long Distance **(PHONELONGDISTANCE)**
☐ Property Tax **(PROPERTYTAX)**
☐ Satellite TV **(SATELLITETV)**
☐ Repairs **(REPAIRS)**
☐ Furnished **(FURNISHED)**
☐ Other **(OTHER)**

*Tenant Pays:

☐ Gas/Electric **(GS/EL)**
☐ Water/Sewer **(WT/SW)**
☐ Interior Maintenance **(INMNT)**
☐ Yard Maintenance **(YDMNT)**
☐ Pool Maintenance **(PLMNT)**
☐ Exterior Maintenance **(EXMNT)**
☐ Garbage Pickup **(GRBPU)**
☐ HOA Fees **(FEES)**
☐ Security Monitoring **(SECMT)**
☐ Renters Insurance Required **(RENTINSREQ)**

☐ Key Remote Deposit **(KEYREMOTEDEPOSIT)**
☐ Other **(OTHER)**
☐ None **(NONE)**

*Restrictions:

☐ Pets Allowed **(ALLWD)**
☐ Pet Restrictions **(RSTRC)**
☐ No Pets Allowed **(NTALW)**
☐ Pets Negotiable **(PTNEG)**
☐ No RV Parking **(NO RV)**
☐ Dogs Allowed Only **(DALWD)**

☐ Cats Allowed Only **(CALWD)**
☐ Pets Under 25lbs Only **(PU25)**
☐ Pets Outside Only **(PETOO)**
☐ Smoking Outside Only **(SMKOO)**
☐ Horses Allowed **(HRSALW)**
☐ Farm Animals Allowed **(FRMALW)**

☐ Exotic Types Ok **(EXOTICTYPESOK)**
☐ Smoking Allowed **(SMOKINGALLOWED)**
☐ Not Applicable/None **(NA)**
☐ Other **(OTH)**

![PMI Property Management INC logo]

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*Common Area Amenities:

☐ Elevator **(ELEV)**	☐ Tennis Court **(TNNIS)**	☐ Bike Trails **(BIKETRL)**
☐ Party Room **(PRTRM)**	☐ Extra Storage **(EXSTG)**	☐ Basketball Court **(BBALLCT)**
☐ Clubhouse **(CLBHS)**	☐ RV Parking **(RVPRK)**	☐ Volleyball Court **(VBALLCT)**
☐ Pool **(POOL)**	☐ Near Shopping **(NEAR)**	☐ Lake/River Park **(LAKERIVERPARK)**
☐ Sauna **(SAUNA)**	☐ Waterfront Access **(WFACCESS)**	☐ Boat Ramp **(BOATRAMP)**
☐ Exercise Room **(EXRM)**	☐ Sports Court **(SPORTSCT)**	☐ Fishing Pier **(FISHPIER)**
☐ Jogging Trail **(TRAIL)**	☐ Airport Property **(AIRPORTPROP)**	☐ Boat Dock **(BOATDOCK)**
☐ Playground **(PLYGR)**	☐ Hangar Access **(HANGARACCESS)**	☐ Bridle Path **(BRIDLEPATH)**
☐ BBQ/Picnic **(BBQPC)**	☐ Taxiway Access **(TAXIWAYACCESS)**	☐ Other **(OTHER)**
☐ Golf **(GOLF)**	☐ Lighted Airfield **(LIGHTEDAIRFIELD)**	☐ None **(NONE)**

* Accessible/Adaptive Home: ☐ (Y/N)

Accessible/Adaptive Details

☐ 2+ Acess Exits **(2+ACX)**	☐ Entry Slope less than 1 ft. **(ENT1F)**	☐ Low Pile Carpet **(LOWPC)**	☐ Level Lot **(LVLOT)**	☐ Thresholds less than 5/8 of an inch **(5/8TR)**
☐ Int Door Opening 32"+ **(INTDR)**	☐ Flashing Doorbell **(FLSDB)**	☐ No Carpet **(NOCRPT)**	☐ Level Drive **(LVDRV)**	☐ Vehicle Transfer Area **(VXFER)**
☐ Ext Door Opening 36"+ **(EXTDR)**	☐ Flooring Modifications **(FLRMO)**	☐ Lower Fixtures **(LOFIX)**	☐ No Stairs **(NOSTR)**	☐ Wheelchair Accessible **(WHLAC)**
☐ 36 Inch or more wide halls **(36IND)**	☐ Grab Bars in Bathroom(s) **(GRBTH)**	☐ Lowered Light Switches **(LOLSW)**	☐ First Floor Bath **(1STBA)**	☐ Wheelchair Adaptable **(WHLAD)**
☐ Hallways 42" Wide **(42WID)**	☐ Grab Bars Throughout **(GRBALL)**	☐ Modified Wall Outlets **(MOWAL)**	☐ Full Bath/bed on 1st Flr **(1STFB)**	☐ Wheelchair Height Mailbox **(WHLMB)**
☐ Chairlift **(CHRLF)**	☐ Hearing Modifications **(HEAMO)**	☐ Ramped Entrance **(RAMPD)**	☐ First Floor Bedroom **(1STBD)**	☐ Wheelchair Height Shelves **(WHLSH)**
☐ Doors-Pocket **(DRPOC)**	☐ Kitchen Modifications **(KITMO)**	☐ No Steps Down **(NOSTP)**	☐ Disabled Parking **(DSPKG)**	☐ Wheelchair Modifications **(WHLMO)**
☐ Doors-Swing-In **(DRSWI)**	☐ Low Bathroom Mirrors **(LOBTM)**	☐ Other Main Level Modifications **(OTRMM)**	☐ Ramp- Main Level **(RMPMN)**	☐ Wheelchair Ramp(s) **(WHLRA)**
☐ Doors w/Lever Handles **(DRLVH)**	☐ Low Closet Rods **(LOCLR)**	☐ Near Bus Line **(NEAR)**	☐ Stall Shower **(STALL)**	☐ Other- See Remarks **(OTHER)**

* Section 8 Qualified: ☐ (Y/N)

Green Features:

☐ Solar Electric System **(SEC)**	☐ EF irrigation Control **(EFIC)**
☐ Solar Hot Water **(SHW)**	☐ Rain Water Catchment **(RWC)**
☐ Geo-Thermal HVAC **(GTH)**	☐ Energy Recovery Ventilator **(ERV)**
☐ Drought Tolerant Plants **(DTP)**	☐ Mechanical Fresh Air **(MFA)**
☐ Low Flow Commode **(LFC)**	☐ Enhanced Air Filtration **(EAF)**
☐ Low flow Fixture **(LFF)**	☐ Solar Combo **(SOLARCOMBO)**
☐ Rain/Freeze Sensors **(RFS)**	☐ Solar Panels **(SOLARPANELS)**

Energy Efficiency:

☐ Tankless Water Heater **(TWH)**	☐ Dehumidifier **(DHUM)**
☐ Smart Electric Meter **(SEM)**	☐ 90% Efficient Furnace **(EFURN)**
☐ 13-15 SEER AX **(SEERAX)**	☐ High Efficiency Water Heater **(HEWH)**
☐ 16+ SEER AC **(SEERAC)**	☐ Foam Insulation **(FOAMI)**
☐ Programmable Thermostat **(PTHRM)**	☐ Cellusose Insulation **(CELLI)**
☐ 12"+Attic Insulation **(12+AI)**	☐ Storm Windows **(STWIN)**
☐ Double Pane Windows **(DPWIN)**	☐ Storm Doors **(STDOR)**
☐ Variable Speed HVAC **(VSH)**	☐ Ceiling Fans **(CFANS)**
☐ Energy Star Appliances **(ESAPP)**	☐ Wind Power **(WNDPW)**
☐ Radiant Barrier **(RADBAR)**	☐ Recirculating Hot Water **(RHOTW)**
☐ Low E Windows **(LOEWIN)**	

EXTERIOR

*Style

☐ One Story **(1STRY)**	☐ Texas Hill Country **(TEXAS)**
☐ Two Story **(2STRY)**	☐ A-Frame **(A-FRM)**
☐ 3 or More **(3+)**	☐ Log Cabin **(CABIN)**
☐ Split Level **(SPLIT)**	☐ Victorian **(VCTRN)**
☐ Contemporary **(CONT)**	☐ Craftsman **(CRAFTSMAN)**
☐ Colonial **(COLNL)**	☐ Dome **(DOME)**
☐ Tudor **(TUDOR)**	☐ Manufactured Home-Single Wide **(MANUSINGLE)**
☐ Spanish **(SPNSH)**	
☐ Ranch **(RANCH)**	☐ Manufactured Home-Double Wide **(MANUDOUBLE)**
☐ Historic/Older **(HSTRC)**	
☐ Traditional **(TRDNL)**	☐ Other **(OTHER)**
☐ Mediterranean **(MDTRN)**	

*Exterior

☐ Asbestos Shingle **(ASBSH)**	☐ Aluminum **(ALUMN)**	☐ 1 Side Masonry **(1SIDEMASONRY)**
☐ Brick **(BRICK)**	☐ Vinyl **(VINYL)**	☐ 2 Sides Masonry **(2SIDEMASONRY)**
☐ 3 Sides Masonry **(3SDMS)**	☐ Masonry/Steel **(MASONRYSTEEL)**	☐ Metal Structure **(METAL)**
☐ 4 Sides Masonry **(4SDMS)**	☐ Rock/Stone Veneer **(ROCKSTONE)**	☐ Other **(OTHER)**
☐ Stone/Rock **(STONE)**	☐ Steel Frame **(STEEL)**	
☐ Wood **(WOOD)**	☐ Log **(LOG)**	
☐ Stucco **(STCCO)**		
☐ Siding **(SDING)**		
☐ Cement Fiber **(CMTFB)**		

Roof

☐ Built-Up/Gravel **(BLTUP)**	☐ Concrete **(CONCR)**
☐ Composition **(COMP)**	☐ Wood **(WOOD)**
☐ Heavy Composition **(HVCMP)**	☐ Clay **(CLAY)**
☐ Metal **(METAL)**	☐ Flat **(FLAT)**
☐ Wood Shingle/Shake **(WDSHN)**	☐ Other **(OTHER)**
☐ Tile **(TILE)**	☐ Not Applicable **(NA)**
☐ Slate **(SLATE)**	

 # Stories: _____ (2)

*Foundation

☐ Slab **(SLAB)**	☐ Basement **(BSMNT)**
☐ Cedar Post **(CEDAR)**	☐ Other **(OTHER)**
☐ Pier & Beam **(PIER)**	

*Garage Parking

☐ One Car Garage **(1GAR)**	☐ Converted Garage **(CNVRT)**	☐ None/Not Applicable **(NONE)**
☐ Two Car Garage **(2GAR)**	☐ Golf Cart **(GLFCT)**	
☐ Three Car Garage **(3GAR)**	☐ Rear Entry **(REAR)**	
☐ Four or More Car Garage **(4+GAR)**	☐ Side Entry **(SIDE)**	
☐ Detached **(DTCHD)**	☐ Oversized **(OVRSZ)**	
☐ Attached **(ATT)**	☐ Tandem **(TANDEM)**	

*Additional/Other Parking

☐ One Car Carport **(1CAR)**	☐ Street Parking Only **(STONLY)**
☐ Two Car Carport **(2CAR)**	☐ RV/Boat Parking **(RVPRK)**
☐ Three Car Carport **(3CAR)**	☐ Bus/RV Garage **(RVPRK)**
☐ Four or More Car Carport **(4+CAR)**	☐ Side Entry **(SIDE)**
☐ Circular Drive **(CRCLR)**	☐ Unpaved Drive **(UPDR)**
☐ Pad Only (Off Street) **(PAD)**	☐ None/Not Applicable **(NONE)**

*Pool/Spa

☐ In Ground Pool **(INGRN)**	☐ Hot Tub **(HOTTB)**	☐ Fenced Pool **(FNCPL)**	☐ Pools Sweep **(PLSWP)**
☐ Above Ground Pool **(ABVGR)**	☐ Pool is Heated **(PLHTD)**	☐ Enclosed Pool **(ENCPL)**	☐ None **(NONE)**
☐ Adjoining Pool/Spa **(ADJPL)**	☐ Pool Solar Heated **(PLSLR)**	☐ Diving Board **(DVBRD)**	☐ Other **(OTHER)**

Exterior Features

☐ Private Tennis **(PVTEN)**	☐ Wrought Iron Fence **(WRGHT)**	☐ Gazebo **(GAZE)**	☐ Stone/Masonry Fence **(STONE)**	☐ Screened Porch **(SCREENEDPORCH)**
☐ Patio Slab **(PTSLB)**	☐ Partial Fence **(PRFNC)**	☐ Has Gutters **(GTTRS)**	☐ Outdoor Kitchen **(OTKT)**	☐ Boat House **(BOATHOUSE)**
☐ Covered Patio **(CVPAT)**	☐ Sprinkler System **(SPSYS)**	☐ Special Yard Lighting **(SPCL)**	☐ Aircraft Hangar **(HANGR)**	☐ Dock **(DOCK)**
☐ Bar-B-Que Pit/Grill **(BBQ)**	☐ Partial Sprinkler System **(PRSPR)**	☐ Mature Trees **(TREES)**	☐ Workshop **(WKSHP)**	☐ Storm Doors **(STORMDOORS)**
☐ Gas Grill **(GRILL)**	☐ Storm Windows **(STRWN)**	☐ Detached Quarters **(DTQTR)**	☐ Cross Fenced **(CROSSFENCE)**	☐ Garage Apartment **(GARAGEAPT)**
☐ Deck/Balcony **(DK/BL)**	☐ Double Pane Windows **(DBLPN)**	☐ Additional Dwelling **(ADDDW)**	☐ Ranch Fence **(RANCHFENCE)**	☐ Water Front Improved **(WFIMPROV)**
☐ Privacy Fence **(PVFNC)**	☐ Solar Screens **(SOLAR)**	☐ Horse Stalls/Barn **(HORSE)**	☐ Glassed in Porch	☐ Water Front Unimproved **(WFUNIMPROV)**
☐ Chain Link Fence **(CHLNK)**	☐ Decorative Bars **(DECBR)**	☐ Dog Run Kennel **(DGRUN)**	**(GLASSEDINPORCH)**	☐ Other-See Remarks **(OTHER)**
	☐ Storage Building/Shed **(STRG)**	☐ Wire Fence **(WIRE)**		

*Lot Size: _____ (20)

Lot Dim.: _____ (20)

Lot Description

☐ Corner **(CRNR)**	☐ Zero Lot Line **(ZLL)**	☐ Lake Dunlap **(LAKEDUNLAP)**
☐ Cul-de-Sac/Dead End **(CLDSC)**	☐ Ag Exempt **(AGEXEMPT)**	☐ Canyon Lake **(CANYONLAKE)**
☐ Lakefront **(LAKFR)**	☐ Borders State Park/Game Ranch	☐ Lake McQueeney **(LAKEMCQUEENEY)**
☐ On Golf Course **(GLFCR)**	**(BORDERSSTPK)**	☐ Lake Placid **(LAKEPLACID)**
☐ On Waterfront **(WTRFR)**	☐ Hunting Permitted **(HUNTING)**	☐ Lake Seguin **(LAKESEGUIN)**
☐ On Greenbelt **(GRNBL)**	☐ Partially Wooded **(PARTWOODED)**	☐ Lake Medina **(LAKEMEDINA)**
☐ Bluff View **(BLUFF)**	☐ Wooded **(WOODED)**	☐ Meadow Lake **(MEADOWLAKE)**
☐ City View **(CITY)**	☐ Mature Trees(ext feat) **(MATURETREES)**	☐ Comal River **(COMALRIVER)**
☐ Country View **(CNTY)**	☐ Secluded **(SECLUDED)**	☐ Guadalupe River **(GUADALUPERIVER)**
☐ Riverfront **(RVRFR)**	☐ Gently Rolling **(GENTLYROLL)**	☐ San Marcos River **(SANMARCOSRIVER)**
☐ Water View **(WATER)**	☐ Sloping **(SLOPING)**	☐ Blanco River **(BLANCORIVER)**
☐ Horses Allowed **(HORSE)**	☐ Level **(LEVEL)**	☐ Pedernales River **(PEDERNALESRIVER)**
☐ Irregular **(IRR)**	☐ Improved Water Front **(IMPROVWF)**	☐ Water Access **(WATERACCESS)**
☐ Over 1/2-1 Acre **(-1AC)**	☐ Unimproved Water Front **(UNIMPROVWF)**	☐ Other Water Access-See Remarks
☐ Over 1 - 2 Acres **(1-2A)**	☐ Xeriscaped **(XERISCAPED)**	**(OTHERWATERACCESS)**
☐ Over 2 - 5 Acres **(2-5AC)**	☐ Creek **(CREEK)**	
☐ Over 5 - 10 Acres **(5-10A)**	☐ Creek-Seasonal **(CREEKSEASON)**	
☐ Multiple Parcels **(MTPLE)**	☐ Canal **(CANAL)**	
☐ Street Gutters **(STRGT)**	☐ Pond/Stock Tank **(POND)**	

INTERIOR

*Interior

☐ One Living Area **(1LVAR)**	☐ Media Room **(MEDIA)**	☐ Open Floor Plan **(OPEN)**	☐ Laundry in Garage **(LDYGARAGE)**	☐ Attic-Permanent Stairs
☐ Two Living Areas **(2LVAR)**	☐ Shop **(SHOP)**	☐ Guest Suite **(GSUI)**	☐ Laundry Room **(LDYRM)**	**(ATCPERMSTAIRS)**
☐ Three Living Areas **(3LVAR)**	☐ Loft **(LOFT)**	☐ Maid's Quarters **(MDQTR)**	☐ Laundry in Kitchen **(LDYKITCHEN)**	☐ Attic-Pull Down Stairs
☐ Liv/Din Combo **(LDCMB)**	☐ Sauna **(SAUNA)**	☐ Pull Down Storage **(PLDWN)**	☐ Telephone **(TELEPHONE)**	**(ATCPULLSTAIRS)**
☐ Separate Dining Room **(SPDIN)**	☐ Utility Room Inside **(UTINS)**	☐ Skylights **(SKYLT)**	☐ Walk in Closets **(WIC)**	☐ Attic-Radiant Barrier Decking
☐ Eat-In Kitchen **(EATIN)**	☐ Utility Area in Garage **(UTGAR)**	☐ Cable TV Available **(CABLE)**	☐ Unfinished Basement	**(ATCRBDECK)**
☐ Auxiliary Kitchen **(AXKIT)**	☐ All Bedrooms Upstairs **(BEDUP)**	☐ High Speed Internet **(INTRN)**	**(UNFINISHEDBASEMENT)**	☐ Attic-Storage Only **(ATCSTORAGE)**
☐ Two Eating Areas **(2ETAR)**	☐ Secondary Bedroom Down	☐ All Bedrooms Downstairs	☐ Attic-Access Only **(ATCACCESS)**	☐ Attic-Attic Fan **(ATCFAN)**
☐ Island Kitchen **(ISLKT)**	**(SCBED)**	**(ALLBEDSDOWN)**	☐ Attic-Expandable **(ATCEXPANDABLE)**	☐ Attic-None **(ATCNONE)**
☐ Breakfast Bar **(BKFST)**	☐ 1st Floor Lvl/No Steps **(1FLRL)**	☐ Laundry in Closet **(LDYCLOSET)**	☐ Attic-Finished **(ATCFINISHED)**	☐ Attic-Other See Remarks
☐ Walk-In Pantry **(WLKIN)**	☐ Converted Garage **(CNVGR)**	☐ Laundry Main Level **(LDYMAIN)**	☐ Attic-Partially Finished	**(ATCOTHER)**
☐ Study/Office **(STUDY)**	☐ High Ceilings **(HGHCL)**	☐ Laundry Upper Level **(LDYUPPER)**	**(ATCPARTFINISHED)**	☐ Not Applicable **(NA)**
☐ Atrium **(ATRM)**		☐ Laundry Lower Level	☐ Attic-Floored **(ATCFLOORED)**	☐ Other **(OTH)**
☐ Florida Room **(FLARM)**		**(LDYLOWER)**	☐ Attic-Partially Floored	
☐ Game Room **(GAMRM)**			**(ATCPARTFLOORED)**	

*Inclusions

☐ Ceiling Fans **(CLFNS)**	☐ Gas Cooking **(GSCK)**	☐ Intercom **(INTCM)**	☐ Plumb for Water Softener **(PLUMB)**	☐ Propane Water Heater
☐ Chandelier **(CHNDL)**	☐ Gas Grill **(GRILL)**	☐ Smoke Alarm **(SMKAL)**	☐ Smooth Cooktop **(SMCK)**	**(PROPANEWTRHTR)**
☐ Central Vacuum **(CNTVC)**	☐ Refrigerator **(REFRI)**	☐ Security System (Owned) **(SSOWN)**	☐ Down Draft **(DNDT)**	☐ 2+ Water Heater Units
☐ Washer Connection **(WSHCN)**	☐ Disposal **(DISPL)**	☐ Security System (Leased) **(SSLSD)**	☐ Solid Counter Tops **(SLCNT)**	**(TWOPLUSWTRHTR)**
☐ Dryer Connection **(DRYCN)**	☐ Dishwasher **(DSHWR)**	☐ Pre-Wired for Security **(PRWRD)**	☐ 2nd Floor Utility Room **(2FLUT)**	☐ City Garbage Service
☐ Washer **(WSHER)**	☐ Trash Compactor **(TRCMP)**	☐ Attic Fan **(ATCFN)**	☐ Double Ovens **(DBLOVENS)**	**(CITYGARBAGE)**
☐ Dryer **(DRYER)**	☐ Ice Maker Connection **(ICMKR)**	☐ Electric Water Heater **(ELWTR)**	☐ Custom Cabinets	☐ Private Garbage Service
☐ Stacked Wsh/Dry Connect **(STCON)**	☐ Water Softener (owned)	☐ Gas Water Heater **(GSWTR)**	**(CUSTOMCABINETS)**	**(PRIVATEGARBAGE)**
☐ Cook Top **(CKTOP)**	**(SFOWN)**	☐ Wood Stove **(WDSTV)**	☐ Central Distribution Plumbing	☐ Not Applicable **(NA)**
☐ Built-In Oven **(BIOVN)**	☐ Water Softener (Leased)	☐ Satellite Dish (owned) **(SATDS)**	**(CENTRALDISPLUMBING)**	☐ Other **(OTH)**
☐ Self-Cleaning Oven **(SCOVN)**	**(SFLSD)**	☐ Garage Door Opener **(GARDR)**	☐ Carbon Monoxide Detector	
☐ Microwave Oven **(MCOVN)**	☐ Wet Bar **(WETBR)**	☐ Whole House Fan **(HSEFN)**	**(CODETECTOR)**	
☐ Stove/Range **(STVRN)**	☐ Vent Fan **(VNTFN)**	☐ In Wall Pest Control **(PSTCN)**		

*Security:

☐ Controlled Access **(CNTRL)**
☐ Closed Circuit TV **(CLSD)**
☐ Pre-Wired **(PRWRD)**
☐ Security System **(SECSY)**
☐ Guarded Access **(GUARDEDACCESS)**
☐ Not Applicable **(NA)**
☐ Other **(OTHER)**

*Flooring

☐ Carpeting **(CRPT)**	☐ Stained Concrete **(STDCT)**
☐ Saltillo Tile **(STILE)**	☐ Brick **(BRICK)**
☐ Ceramic Tile **(CTILE)**	☐ Unstained Concrete
☐ Marble **(MRBLE)**	**(UNSTAINEDCONCRETE)**
☐ Linoleum **(LNLEM)**	☐ Stone **(STONE)**
☐ Parquet **(PRQUT)**	☐ Terrazzo **(TERRAZZO)**
☐ Wood **(WOOD)**	☐ Other **(OTHER)**
☐ Vinyl **(VINYL)**	
☐ Laminate **(LMNAT)**	
☐ Slate **(SLATE)**	

Fireplace

☐ One **(ONE)**	☐ Kitchen **(KITCHEN)**
☐ Two **(TWO)**	☐ Game Room **(GAMERM)**
☐ Three+ **(3+)**	☐ Prefab **(PREFAB)**
☐ Living Room **(LIVRM)**	☐ Gas Starter **(GASSTARTER)**
☐ Dining Room **(DINRM)**	☐ Heatilator **(HEATILATOR)**
☐ Family Room **(FAMRM)**	☐ Stove Insert **(STOVEINSERT)**
☐ Master Bedroom **(MSTBD)**	☐ Stone/Rock/Brick
☐ Gas Logs Included **(LGINC)**	**(STONEROCKBRICK)**
☐ Mock Fireplace **(MOCK)**	☐ Glass/Enclosed Screen
☐ Wood Burning **(WDBRN)**	**(GLASSENCLSCREEN)**
☐ Gas **(GAS)**	☐ Not Applicable **(NA)**
	☐ Other **(OTHER)**

*Window Coverings
- ☐ All Remain **(ALL)**
- ☐ Some Remain **(SOME)**
- ☐ None Remain **(NONE)**

*Master Bedroom
- ☐ Split **(SPLIT)**
- ☐ Downstairs **(DWNST)**
- ☐ Upstairs **(UPSTR)**
- ☐ Outside Access **(OUTAC)**
- ☐ Dual Masters **(DUAL)**
- ☐ Sitting Room **(SITRM)**
- ☐ Walk-In Closet **(WLKIN)**
- ☐ Multi-Closets **(MULTI)**
- ☐ Ceiling Fan **(CLFAN)**
- ☐ Full Bath **(FLBT)**
- ☐ Half Bath **(HFBT)**
- ☐ Other **(OTHER)**
- ☐ Not Applicable/None **(NA)**

*Master Bath
- ☐ Tub/Shower Separate **(TSSEP)**
- ☐ Tub/Shower Combo **(TSCMB)**
- ☐ Tub Only **(TONLY)**
- ☐ Shower Only **(SONLY)**
- ☐ His & Her Baths **(HS/HR)**
- ☐ Single Vanity **(SNGVN)**
- ☐ Separate Vanity **(SEPVN)**
- ☐ Double Vanity **(DBLVN)**
- ☐ Tub has Whirlpool **(TWHRL)**
- ☐ Bidet **(BIDET)**
- ☐ Garden Tub **(GRDTB)**
- ☐ None/No Tub or shower **(NT/S)**
- ☐ Not Applicable **(NA)**

*Bedrooms: _____ (2)

*Full Baths: _____ (2)

*Half Baths: _____ (2)

Master Bedroom Closet Size:

Lth _____ x **Wth** _____

*All fields marked with an asterisk (*) and **Bold Text** are required. (**Lookup**) fields provide a list from which to select. (**Range**) fields allow Low-to-High values for searching.

*Room Dimensions: (Round to nearest foot)

Room Name	Length	Width	Level	Room Name	Length	Width	Level	Room Name	Length	Width	Level
Entry Room Size:	_____ x	_____	_____	Utility Room Size:	_____ x	_____	_____	Bedroom 4 Size	_____ x	_____	_____
Living Room Size:	_____ x	_____	_____	*Master Bedroom Size:	_____ x	_____	_____	Bedroom 5 Size	_____ x	_____	_____
Family Room Size:	_____ x	_____	_____	*Master Bath Size:	_____ x	_____	_____	Other Room Use:(10)	_____		
Study/Office Size:	_____ x	_____	_____	Master Bedroom 2 Size:	_____ x	_____	_____	Other Room Size:	_____ x	_____	_____
*Kitchen Size:	_____ x	_____	_____	Bedroom 2 Size:	_____ x	_____	_____	Other Room 2 Use:(10)	_____		
Breakfast Room Size:	_____ x	_____	_____	Bedroom 3 Size	_____ x	_____	_____	Other Room 2 Size:	_____ x	_____	_____
Dining Room Size:	_____ x	_____	_____								

Level Key: 1 - Main Level, 2 - 2nd Level, 3 - 3rd Level, W - Walkout Basement, B - Basement, U - Unknown Level

UTILITIES

*Air Conditioning
- ☐ One Central **(1CNTR)**
- ☐ Two Central **(2CNTR)**
- ☐ Three+ Central **(3+CNT)**
- ☐ One Window/Wall **(1WNDW)**
- ☐ Two Window/Wall **(2WNDW)**
- ☐ 3+ Window/Wall **(3+WND)**
- ☐ Heat Pump **(HTPMP)**
- ☐ Zoned **(ZONED)**
- ☐ Not Applicable **(NA)**
- ☐ Other **(OTHER)**

*Heating
- ☐ Central **(CNTRL)**
- ☐ Heat Pump **(HTPMP)**
- ☐ Floor Furnace **(FLRFR)**
- ☐ Jet **(JET)**
- ☐ Panel **(PANEL)**
- ☐ Window Unit **(WNDUN)**
- ☐ Wood Stove **(WOODSTOVE)**
- ☐ Zoned **(ZONED)**
- ☐ 1 Unit **(1UNIT)**
- ☐ 2 Units **(2UNIT)**
- ☐ 3+ Units **(3+UNIT)**
- ☐ Other **(OTHER)**
- ☐ None **(NONE)**

*Heating Fuel
- ☐ Electric **(ELEC)**
- ☐ Natural Gas **(NTGAS)**
- ☐ Propane **(PROPN)**
- ☐ Solar **(SOLAR)**
- ☐ Propane Leased **(PPLNS)**
- ☐ Other **(OTHER)**

*Water/Sewer
- ☐ Water System **(WTRSY)**
- ☐ Private Well **(PRVT)**
- ☐ Sewer System **(SWRSY)**
- ☐ Septic **(SPTIC)**
- ☐ Aerobic Septic **(ARBSP)**
- ☐ Water Storage **(WTRST)**
- ☐ City **(CITY)**
- ☐ Co-op Water **(COOPWATER)**
- ☐ None-Water **(NONEWATER)**
- ☐ None-Sewer **(NONESEWER)**
- ☐ Other **(OTHER)**

Utility Suppliers:

Electric: _____ (12)   **Water** _____ (12)   **Garbage:** _____ (12)

Gas: _____ (12)   **Sewer:** _____ (12)   **Other:** _____ (12)

OFFICE/SALES

*List Date: ____ / ____ / _____   ***Expiration Date:** ____ / ____ / _____

* Date Available: ____ / ____ / _____   *** Min # of Months:** _____ (3)   *** Max # of Months:** _____ (3)

* Security Deposit: _____ (7)   *** Cleaning Deposit:** _____ (7)   **Cleaning Fee Non-Refundable:** ☐ (Y/N)

* Pet Deposit: _____ (7)   **P/T:** ☐ (P/T)   **Pet Deposit Refundable:** ☐ (Y/N)   **Pet Rent:** ☐ (Y/N)   *** Pet Rent Amount:** _____ (2)

* Apply At: _____ (20)   *** Application Form:** _____ (10)

* Application Fee: _____ (3)   *** Personal Checks Accepted:** ☐ (Y/N)   *** Cash Accepted:** ☐ (Y/N)

*Ph to Show: _____ - _____ - _____   ***Showing Contact:** ☐ Agent ☐ CSS ☐ Office ☐ Owner ☐ Tenant

*Owner: _____ (30)

*Subagent Com: _____ (%/$)   ***Buyer Agent Com:** _____ (%/$)   **Bonus:** _____ (%/$)

Variable Rate Commission: ☐ (Y/N)

Confidential

The information contained herein is deemed reliable but not guaranteed.
This form must be submitted within 72 hours.

Revised 8/30/2018

Property Management INC.

ASSOCIATION · COMMERCIAL · RESIDENTIAL · VACATION

*Occupancy
- ☐ Vacant **(VACNT)**
- ☐ Tenant **(TENNT)**
- ☐ Owner **(OWNER)**
- ☐ Other **(OTHER)**
- ☐ Home Tender **(HMTND)**

*Miscellaneous:
- ☐ Owner-Manager **(OWMNG)**
- ☐ Broker-Manager **(BRMNG)**
- ☐ Also For Sale **(FRSAL)**
- ☐ Lease Option **(LSOPT)**
- ☐ City Bus **(CTYBS)**
- ☐ Cluster Mail Box **(CLUSTERMAIL)**
- ☐ School Bus **(SCHOOLBUS)**
- ☐ College Bus Route **(COLLEGEBUSRT)**

- ☐ Tenants Rights/Possesion **(TENANTRIGHTSPOSS)**
- ☐ Repaired Defects **(REPAIREDDEFECTS)**
- ☐ As-Is **(ASIS)**
- ☐ Not Applicable **(NA)**

*Lockbox Type
- ☐ SABOR Supra **(SABORSUPRA)**
- ☐ Four Rivers Supra **(4RIVERSSUPRA)**
- ☐ Combo **(COMBO)**
- ☐ Other **(OTHER)**
- ☐ None **(NONE)**

*Owner LREA/LREB: ☐ (Y/N)

Preferred Title Company *(Lookup)*

*Company Name: _____ **Escrow Officer:** _____

Street #: _____ **Street Name:** _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____ **Email:** _____

REMARKS   *(Characters Only)*

Public View Remarks: _____

_____
_____
_____
_____ (512)

Agent Confidential Remarks: _____

_____ (375)

Agent Signature: _____   **Date:** _____

(We the undersigned Owners acknowledge that we have examined the above data and verify the content.)

Owners Signature: _____   **Date:** _____