



# Property Intake Form

Agent: \_\_\_\_\_  
Date: \_\_\_\_\_  
Start Date: \_\_\_\_\_

## Owner Information

Owner Name(s): \_\_\_\_\_ Phone#’s: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_  
ID: \_\_\_\_\_ SS#/Fed Tax \_\_\_\_\_

Bank Name: \_\_\_\_\_ Name on Acct \_\_\_\_\_ Acct Type: Ckg/Sav  
Routing # \_\_\_\_\_ Acct # \_\_\_\_\_

## Property Information

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Type of Property: House/Duplex/Apt #Bedrooms/Bath/Garage \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Other Description \_\_\_\_\_

\_\_\_ Occupied \_\_\_ Vacant Pets? Y N Purchase Option? Y N \$ \_\_\_\_\_

Alarm: Yes/No Code: \_\_\_\_\_ Company: \_\_\_\_\_ Phone#: \_\_\_\_\_

Utilities Paid by Tenant: Water Gas Electricity Trash

Heating/Cooling: Gas Furnace Central Air Window Units # \_\_\_\_ Other \_\_\_\_\_

Appliances: \_\_\_ Dishwasher \_\_\_ Disposal \_\_\_ Washer  
\_\_\_ Refrigerator \_\_\_ Microwave \_\_\_ Dryer  
\_\_\_ Stove \_\_\_ Compactor \_\_\_ W/D Hookups

HOA Info: \_\_\_\_\_ Phone# \_\_\_\_\_

Keys: # \_\_\_\_ What doors? \_\_\_\_\_ Garage Door Opener/Code: \_\_\_\_\_

### OFFICE:

Current Rent: \$ \_\_\_\_\_ Contract Start Date: \_\_\_\_\_

Estimated Rent: \$ \_\_\_\_\_ Contract End Date: \_\_\_\_\_

\_\_\_ Signed PM Agreement \_\_\_ Keys  
\_\_\_ Property Inspection Sheet \_\_\_ Garage Door Opener Code # \_\_\_\_\_  
\_\_\_ Sign in Yard \_\_\_ Lockbox  
\_\_\_ Property Insurance Dec Sheet \_\_\_ Pictures

*Thank your for choosing Destination Properties*