



RALSTON TEAM

PROPERTY PROFILE

Please fill out this form completely. Having all requested information helps us manage your property more effectively. We appreciate you taking the time to complete it.

CLIENT INFORMATION

Name	
Phone Number	
Email	
Mailing Address	

RENTAL INFORMATION

Address	
Number of Beds/Bath	
Square Footage	
Type of Property	Single Family House___ Condo___ Townhome___ Twin home___ 2-4 Unit___
Is the Property Currently Occupied?	Vacant___ Yes, by Owner___ Yes, By Tenant___ Approximate Move-Out Date:
Appliances/Systems Included	Refrigerator___ Dishwasher___ Microwave___ Washer___ Dryer___ Air Conditioning___ Water Softener___
HOA Information (If not applicable, leave blank)	Name Of HOA: _____ Email: _____ HOA Mgmt. Company: _____ Phone# _____
HOA Amenities (If not applicable, leave blank)	Pool___ Spa___ Gym___ Tennis Court___ Park___ Clubhouse___ BBQ___ Laundry___ Sauna___
Is there a Home Warranty? (If not applicable, leave blank)	Yes/No _____ Company: _____ Policy# _____ Expiration Date: _____

Owner Initials (____)(____)

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PETS

Are Pets Allowed? (We charge a pet deposit when allowed)	No Pets Allowed___ Dogs___ Cats___
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PARKING

Type	How Many Spaces	Space Number(s)

Is a permit required for parking? Yes___ No___

UTILITIES/OTHER EXPENSES

Utility Type	Who Pays? Tenant (T) or Owner (O)	Name of Service Provider
Gas & Electric		
Water		
Sewer		
Trash		

Mailbox# (If applicable): _____ **Trash Day** (If applicable): _____

ADDITIONAL QUESTIONS:

1. Are you behind on your mortgage or HOA payments? Yes___ No ___
2. Has there been a death on the property in the last 3 years? Yes___ No ___
3. Are there any recurring bills for the property you want us to pay? If yes, please describe below:

4. Are there any systems or appliances under warranty? If yes, please describe below:

Owner Initials (____)(____)

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5. Are there specific repair items you want us to address? If yes, please describe below:

6. Is there anything important to disclose? If yes, please describe below:

7. Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips and dust can pose a health hazard if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of lead-based paint and/or lead-based paint hazard in the dwelling. Lessees must also receive federally approved pamphlet on lead poisoning prevention.

I/We have no knowledge of lead-based paint and/or lead based paint hazards in the housing, other than the following:

I/We have no reports or records pertaining to lead based paint and/or lead based paint hazards in the housing, other than the following (should you have any records or reports, please provide them to us as we must provide them to the tenants):

8. Any special instructions or actions you need us to take? Anything else you would like us to know? Please describe below:

Owner Initials (____)(____)