Submit by Email Print Form

NORTHWOODS PROPERTY MANAGEMENT LLC

New Property Information Sheet
To be completed by the Owner

Property Address_____

_____

Owner: _____Date:_____

Owner Address: _____

Owner City: _____ State: _____ Zip Code: _____

Owner Phone: _____ Owner cell: _____

Owner Alternate phone(s): _____

Owner Email: _____

Preference of contact method: _____

In an effort to become familiarized with your property please provide us the following information. Please answer the questions to the best of your knowledge. If you answer a yes question please provide an explanation on the page provided.

	Yes	No	Unknown
1. Do you have the legal authority to rent the property?	☐	☐	☐
2. Have you ever lived in the property?	☐	☐	☐
3. Have you rented the property before?	☐	☐	☐

4. How long have you owned the property? _____ years.

(If recently purchased 6 months or less please provide a copy of the sellers' disclosure statement.)

5. How old is the property? _____ years.

6. Are you aware of any habitability issues with the property?	☐	☐	☐
7. Has there ever been any water damage to the property?	☐	☐	☐
8. Are you aware of any mold or mildew problem with the property?	☐	☐	☐
10. Does the heating and cooling system work?	☐	☐	☐
11. Have you ever had a professional home inspection?	☐	☐	☐

If so how long ago? _____

May we have a copy? _____

_____ _____
Owners Initials Date

	Yes	No	Unknown
12. Does the property have any underground storage tanks?	☐	☐	☐
13. Have any toxic substances been used at the property? (i.e., asbestos)	☐	☐	☐
14. Does the Property have a well?	☐	☐	☐
Has the well been tested within the last year?			
Results of the test? _____			
15. Is there any reason the property cannot be rented?	☐	☐	☐
16. Does the property have any evidence of termites or other pest issues?	☐	☐	☐
17. Does the property have a chimney?	☐	☐	☐

If so, please explain whether it is operable and the last time it was cleaned.

_____

_____

_____

_____

_____

_____

_____

_____

Owner of Property

_____
Please Print Name

_____
Signature

Owner of Property

_____
Please Print Name

_____
Signature

_____ _____
Owners Initials Date

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