

*Heartland Property Management
Home owner application (not a contract)*

Owner's Information

Who is the property legally titled to? _____

A. Owners Name (first) _____ (last) _____ ownership _____%

Owners address _____ (city) _____ ST ____ Zip _____

E-mail: _____ E-mail: _____

Tele: (H) ____-____-____ (C) ____-____-____ (W) ____-____-____ (F) ____-____-____

B. Owners Name (first) _____ (last) _____ ownership _____%

Owners address _____ (city) _____ ST ____ Zip _____

E-mail: _____ E-mail: _____

Tele: (H) ____-____-____ (C) ____-____-____ (W) ____-____-____ (F) ____-____-____

For 1099 tax purposes, which owner should we use? _____

Property Information

Address _____ (city) _____ ST ____ Zip _____

Subdivision _____ Lot # _____

Builder _____ Year built _____ Model _____

HOA _____

Who is your insurance agent? _____ Tele: _____

Have you closed on the home yet? Y N When is the closing date? _____

Interior Property Details

How many full bathrooms? ____ Half bathrooms ____ Attached garage? Y N Car spaces ____

____ heated garage ____ insulated garage doors ____ Alarm system

____ Microwave ____ Cooking Range ____ Dishwasher ____ Refrigerator ____ Washing Machine

____ Clothes Dryer ____ Water softener ____ Whole house filtration ____ Humidifier ____ Dehumidifier

____ Fireplace gas or wood burning ____ Ceiling Fans ____ Wall oven ____ soaking tub in MB

____ Separate walk-in shower ____ separate MB closets ____ Tile floor ____ Laminate Floor

____ Wood floor ____ Heated floors ____ 1 inch mini blinds ____ 2 inch blinds ____ real wood blinds ____ inch

intercom system fancy counter tops (type _____)
 Standard carpeting (maybe 1 grade above basic carpeting) expensive carpeting standard padding
 expensive padding "puppy padding"
 Master bedroom first floor

Exterior Property Details – Circle all that apply

Private pool (not a community pool) hot tub wooden deck concrete patio screen porch fenced yard
 Community pool walking/biking trails irrigation system detached garage unfinished basement
 Finished basement Garden pond on the lake on a pond large flat backyard storage shed
 Lush landscaping (not builder provided)

Utility Information

Electric Company: _____ Gas Company: _____
 Water Company: _____ Cable: _____
 Sewer Co. _____ Trash: _____

Is your trash fee included in your taxes or do you pay it separately? _____ Trash day is? _____

Owner Preferences

What do you want done with your house (circle all that apply)

Lease It How much do you want us to list the home for rent \$ _____ / Mo. For how long? _____ weeks
 If there is little or no activity at the initial rent, what should we drop the rent to? \$ _____ / Mo.
 How much do you want for your security deposit? \$ _____
 Do you want pets? NO YES
 Do you want smokers? NO YES Outside Only

Option Sell for \$ _____ Fee \$ _____ Length of option _____ yrs.

Contractor Preferences; while we have certain contractors that we call on because they offer great service at a fair price. Do you currently use any particular contractors that you want us to continue to use in the future?

Plumbing Name: _____ Tele: (_____-_____) _____
 Electrical Name: _____ Tele: (_____-_____) _____
 Handyman Name: _____ Tele: (_____-_____) _____

Painting Name: _____ Tele: (____)-____-_____

Carpet Cleaning Name: _____ Tele: (____)-____-_____

Yard Treatments Name: _____ Tele: (____)-____-_____

Interior Cleaning Name: _____ Tele: (____)-____-_____

We will inspect the property and inform you of items needing to be corrected in order for the property to meet our standards. If there are items that need corrected, it will be your responsibility to find, select and make any and all arrangements with contractors to gain entry and perform the necessary repairs. We may offer suggestions for contractors. Only after you have inspected the repairs and feel that the property meets our standards, we will come to the property and re-inspect it.

Heartland Property Management 2010

Fax to 317-663-0859