



19420 Golf Vista Plaza
Suite 220
Lansdowne, VA 20176

(O) 571.291.2165
(F) 571.918.4296
info@patriotrents.com

We Cure Property Management Headaches

Property Management Information Form

Date _____

Name: _____ E-mail address: _____

Fax _____ (O) _____ (C) _____

Rental Property Address: _____

Forwarding Address: _____

Property data:

HOA/Condo name: _____ Web address: _____

Please provide a copy of the HOA documents for the tenants. Our lease requires the tenant to follow all HOA rules and Regulations. If the Rules and Regulations are on line, please provide the web address and we will make sure the tenant has it.

HOA/Condo restrictions: _____

Move in/out fee _____ Mail Box Number: _____ Storage Bin _____

Assigned parking Yes No If yes, number of spaces _____ Parking space number(s) _____

Are parking decals required: Yes No If yes, please leave them in Kitchen drawer

Pets: We recommend that you consider one small pet on a case by case basis, with an additional deposit. Will you accept a dog cat other. Are there any HOA/Condo pet restrictions? If so please attach the information to this document.

Heat Type: _____	Included in rent	Yes	No	
Cool Type: _____	Included in rent	Yes	No	
Water City Well	Included in rent	Yes	No	
Sewer Public Septic	Included in rent	Yes	No	If septic date of last pump _____
Trash Service: _____	Included in rent	Yes	No	

Fireplace # _____ Type: Wood Gas Location _____

of bedrooms: Main Level _____ Upper Level _____ Lower Level _____ Notes: _____

of Baths & Type (full/ 1/2): Main Level _____ Upper Level _____ Lower Level _____ Notes: _____

Utility Providers for: Gas: _____ Electricity: _____ Water: _____

(Circle which) Is the property Fully Fenced, Partially Fenced, Not Fenced, Other? Do you have a deck and/or patio?

Please check off those appliances which will remain with the property:

- | | | | |
|-----------------------|-----------------------------|-------------------------|------------------------|
| Alarm System | Exhaust fan | Intercom | Wall oven # _____ |
| Attic fan | Fireplace screen/door | Range hood | Washer |
| Built In Microwave | Freezer | Refrigerator # _____ | Water treatment system |
| Ceiling fans # _____ | Furnace Humidifier | Ice maker Yes No | Whirlpool Tub |
| Central Vacuum | Garage opener(s) # _____ | Satellite dish & Equip. | Window a/c units |
| Cooktop | Garage door remotes # _____ | Storage shed # _____ | Wood stove |
| Dishwasher | | Stove or range | |
| Dryer | Garage door code _____ | Sump pump | |
| Electronic air filter | Gas Fireplace _____ | Trash compactor | |

Community Amenities/ Comments

House Keys: (Initial and enter amount provided)

Door Keys: _____
(4 sets required)

Mailbox Keys: _____
(3 sets required)

FOBs: _____
(3 sets required)

Shed Keys: _____
(3 sets required)

Property Preparation:

- a. Interior cleaning: Landlord Patriot Date to clean _____
- b. Carpet Cleaning: Landlord Patriot Date to clean _____
- c. Chimney Cleaning: Landlord Patriot N/A Date to clean _____
- d. Repairs: Landlord Patriot N/A

Description of Repairs to be accomplished.

Disbursement of Funds:

Real Estate Taxes: Paid by Mortgage Company Property Owner Patriot Properties, Inc.

Change of address notification to taxing authority signed and attached. _____ (Initial)

Property Insurance: Paid by Property Owner Mortgage Company Patriot Properties, Inc.

Insurance: Agent _____ Company _____ (0) _____

Insurance policy number: _____

HOA/Condo payments: Paid by Property Owner Patriot Properties, Inc. Not applicable

Payment mailing address: _____,
account number, _____, Phone number _____ E-mail _____

Note: The owner is responsible for ensuring all association dues are paid. We recommend electronically pulling the funds from landlord accounts. This way if there is a change in the dues, the association will automatically make the changes and you will not be charged late fees. However, the address of the owner should be changed to the management company so that we may receive and act upon any violation notices sent to the house and/ or the tenant

Change of Address notification and authorization for the Association to communicate with Patriot Properties, Inc has been signed and attached. _____ (Initial)

Please list any other payments you would like Patriot Properties, Inc to make on your behalf regarding your property to include complete mailing addresses and account numbers.

Owners Proceeds: We distribute owners proceeds as quickly as possible, This is accomplished electronically via an ACH transfer of data to the banking system. In order to send you your funds we will need you to attach a **voided check and a deposit ticket**. Bank transfers are initiated between the 6th and 10th day of each month and the banking system takes up to 48 hours to process the transaction. Therefore, you can normally expect to see your proceeds deposited in your bank account no later than the 12th day of each month.

Service Contracts/Warranties:

Type: HVAC Lawn Pest Appliance Home Warranty Other: _____
Name of firm _____ contract number _____ phone _____
Mailing address: _____

Type: HVAC Lawn Pest Appliance Home Warranty Other: _____
Name of firm _____ contract number _____ phone _____
Mailing address: _____

Please attach copies of all service contracts

Signature _____ Date: _____