

## QUESTIONNAIRE FOR OWNERS

Property Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Where did you hear about us?:

\_\_\_\_ Referral from a friend, friend's name: \_\_\_\_\_

\_\_\_\_ Referral from another Agent / Company: \_\_\_\_\_

\_\_\_\_ Direct Mail from Miller Property Management:

\_\_\_\_ Other: \_\_\_\_\_

Send Check To :  Owner  Bank – Bank Name: \_\_\_\_\_

Send Rental Report to: \_\_\_\_\_  Checking  Savings

\_\_\_\_\_ Bank Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Numbers: Home:  \_\_\_\_\_ Work:  \_\_\_\_\_

Email Address: \_\_\_\_\_

If we cannot contact you whom should we call that might know how to contact you or can help us make a decision before spending your money?

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Do you have a Termite Contract?  YES  NO

If yes, please list: Company: \_\_\_\_\_

Month/Year of inspection: \_\_\_\_/\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

City Sewage  Septic Tank- Septic, last date septic tank inspected: \_\_\_\_/\_\_\_\_

Group Share Allowed (2 singles sharing rent)  YES  NO

Pets:  No Pets  Outside Only  Outside or Inside

Policy With Pets: If the owners do not want to allow pets, we can say no pets. That really limits who we can rent to since over 50% of tenants have pets. If we say outside only, we will ask for a \$100 refundable pet deposit and \$5 more per month on the rent that is not refundable. For inside pets we ask for a \$200 refundable pet deposit and \$10 more per month that is not refundable.

## WARRANTIES

If any appliances or systems have warranties, list below

Appliance	Company	Exp. Date	Phone Number
_____	_____	_____	( ) _____
_____	_____	_____	( ) _____
_____	_____	_____	( ) _____

## INSURANCE COMPANY

Company Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

***Please send us a copy of the policy: Remember you need to change your policy from home owners to a landlord's policy.***

## ALARM SYSTEM

Is there an existing alarm system? ( ) YES ( ) NO

If YES please list code: \_\_\_\_\_

We will need a copy of the alarm book and directions. We will need to have a **Master Code** set up that we know. This way if the tenant changes the code we can still deactivate the alarm with the **Master Code**.

### Schools:

Elementary: \_\_\_\_\_ JR High: \_\_\_\_\_ High: \_\_\_\_\_

Electric Company: \_\_\_\_\_

Water Company: \_\_\_\_\_

Sewer Company: \_\_\_\_\_

Heating System ( ) Gas ( ) Electric