Property Questionnaire

Owner Information:

Name:	
Address:	
Phone Number:	
Email:	
Driver License:	Copy Required
Social Security Number:	
Proof of Home Ownership:	Copy Required
Insurance:	Proof of insurance required, and Hawk Management must be additionally insured.
Emergency Contact:	Please provide as much information as possible as well as what they are authorized to do on your behalf:

Property Information:

Address:	
Year Built:	
Year Renovated:	
Style:	Apartment, Condo, Single Family, Town Home
Square Footage:	Building: Property:
Floor:	
Ideal Rent:	
Lowest Rent:	
Lease Term:	MTM, 6 Months, 12 Months, Other:
Date Available:	
Approved Deposit:	
Conditional Deposit:	
Bedrooms:	1, 2, 3, 4, 5, 6
Bathrooms:	1, 2, 3, 4, 5, 6
Room Sizes:	
Closets:	
Furnished:	Yes, No
Parking:	Carport, Garage (attached/detached), Street, Tandem
Parking Spaces:	1, 2, 3, 4, 5, 6
Space Number(s):	
Guest Parking:	
Appliances:	Air Conditioning Type: Central, Split, Swamp, Wall Brand:_____ Model:_____ Dishwasher: Brand:_____ Color: _____ Size:_____ Dryer Brand:_____ Color: _____ Size:_____ Fridge: Brand:_____ Color: _____ Size:_____ Microwave: Brand:_____ Color: _____ Size:_____ Stove: Brand:_____ Color: _____ Size:_____

	Washer: Brand:_____ Color: _____ Size:_____
Home warranty or other warranties:	Do you have a home warranty? Yes, No Company:_____ Policy Number: _____ Phone Number: _____ Other Warranties? Yes, No Explain:_____ _____
Windows:	Wood/Aluminum Size:
Water Pipes:	Copper/Galvanized
Roof:	Type of Roof: Age:
Kitchen countertops:	
Utilities Included:	Cable, Electric, Gardening, Gas, Internet, Pool Service, Sewer, Trash, Water, Other:
Cable company:	
Electric company:	
Gas company:	
Trash company:	
Water company:	
Additional Fees:	Association fees? Other:
Pool:	Yes, No Heated? Yes, No
Pets:	Cats, Dogs, Other, No Pets
Pet Deposit:	$500.00 per pet; up to two pets
Pet Fee:	$50.00 per pet; up to two pets
Smoking:	Not Permitted, Permitted
Rent Control:	Yes, No
Lead Paint:	Yes, No, Unknown
Asbestos:	Yes, No, Unknown
Cable Ready:	Yes, No, Dish Policy:
Flooring:	
Paint:	Color: _____ Paint Code:_____ Water or Oil Based Enamel:_____ Okay to Paint? Yes, No, Other: _____ Okay to Hang Pictures? Yes, No, Other: _____ Okay to Mount TV On Wall? Yes, No, Other: _____
Carpet:	Brand: _____ Color: _____ Code: _____ SQFT/YDS: _____

Vinyl Flooring:	Style: _____ Color: _____ Code: _____ SQFT/YDS:_____
Wheelchair Accessible:	Yes, No
Yard:	Yes, No
Balcony:	Yes, No
Fireplace:	Yes, No Gas, Wood Burning
Mold Present:	Yes, No
Is Unit Safe:	Yes, No
Have you had any communication with city code enforcement in the last 6 months?	Yes, No If Yes, please explain below. Please note that if you answer Yes, we cannot evict the tenant for 6 months following this unless for non-payment of rent, or other very specific circumstances.
Have you had any communication or citations from fair housing in the last 6 months?	Yes, No If Yes, please explain below. Please note that if you answer Yes, we cannot evict the tenant for 6 months following this unless for non-payment of rent, or other very specific circumstances.
Had your tenant reported bedbugs in the unit in the last 6 months?	Yes, No If Yes, please explain below. Please note that if you answer Yes, we cannot evict the tenant for 6 months following this unless for non-payment of rent, or other very specific circumstances.
Is Property Under RSO?	Yes, No
If property occupied, have all tenants been served with AB1482	Yes, No
Electric panel location:	
Gas Shut Off Location:	

Water Shut Off Location:	
Trash Location:	
All Work Permitted:	Yes, No
Other:	

Complex Information:

Number Of Units:	
Unit Breakdown:	Studios: One Bdrms: Two Bdrms: Three Bdrms: Other:
Community Amenities:	Club House, Community Pool, Jacuzzi, Gym, Sauna, Tennis, Basketball
Elevator:	Yes, No
Gated Community:	Yes, No
Security:	Yes, No
On-Site Maintenance:	Yes, No If Yes, Name and Phone Number:
Guest Parking:	Yes, No
Laundry:	In Building, In Unit, Laundry Hookups (stackable, side-by-side), On Property
Other:	

Area Information:

School District:	
Nearby Schools:	
Nearby Attractions:	
Nearby Freeways:	
Public Transportation:	
Jurisdiction Of Property:	
Other:	

Miscellaneous

Key arrangement:	
Intercom codes:	
Rent Roll:	Please attach a copy.
Application(s):	Please attach a copy.
Lease(s):	Please attach a copy.
HOA Rules:	Please attach a copy.
HOA Contact Info:	
Personal Property:	Do you have any personal property left on premises? If so, please attach a list of such items. Please note that we recommend not leaving any personal items behind, and if you do, please note that we cannot be held responsible for them.
Sentimental Value:	Are there any items in the house, real property or personal property that you are attached to and which you do not want replaced or removed? If so, please let us know. Also, if and when we do need to work on those items, please remind us. In any event. we cannot be held responsible for them.
Unit Registration	Some cities and counties require a rental property to be registered. Please provide proof of registration or let us know if you need us to help you register the property.

Signature

I, _____ hereby certify that the above information given are true and correct as to the best of my knowledge and that I am the owner/authorized representative of the above listed property. I further represent and warrant that I have no prior verbal or written agreements for selling, renting, or managing the property which may come in conflict with this agreement. I understand that providing false information intentionally is punishable by law.

Signature: _____

Date: _____