

OWNER INFORMATION SHEET

I. PERSONAL INFORMATION (SUBMIT A FORM FOR EACH APPLICANT – PARTNER - ETC.)

Name of Applicant: _____

E-Mail Address: _____

Partner's Name (if applicable): _____

Address: _____

Name of Company: _____

Work Address: _____

Home Telephone: _____ Work Telephone: _____

Spouse's Name: _____ Work Telephone: _____

E-Mail Address: _____

Are you a U.S. Citizen? _____ If no, what country? _____

II. PROPERTY INFO

Building/Unit or Other Known As: _____

Legal Owner: _____

Appraiser Gross SF: _____ Exterior Measurements: _____

Land Area/SF: _____ Add on %: _____

Legal Address: _____

Year Built / Remodeled: ____ / ____

Bldg./Unit #: _____ Bldg./Unit. GSF: _____ USF: _____

Total CAM Billed/Paid: _____

Other Exp Paid: _____

You are interested in hiring us to: Sell ___ Lease ___ or Both Options ___ for your property.

Anything Special we should know: _____

Office Only: Lee Clerk & Other Checks Completed ___ By _____

Dear Client,

In order to better serve you we need you to be accurate in filling out the enclosed information and expenses as this information will be furnished to a potential buyer or renter. Include P&L Statement & Rent Roll if Required.

Building Known As: Legal Owner/Landlord	Bldg. Gross S F Appraiser Gross SF Exterior Measurements: Add on % Land Area/SF
Legal Address:	Year Built & remodeled:
Unit # USF	Total CAM Billed/Paid Other Exp Paid
Capital Expense Work Done: Paint: Re-Roof-Condition: HVAC: Age-Condition: Appliances-Age-Condition:	
Lease info: (Exp Date- Rent – CAM – Options, etc.)	
Governing Documents Approval/Prohibitions-Lease or Sale:	

CONTACT (O-T)	MAIN TELE	CELL	E – MAIL	COMMENTS - Alarm

FEATURES OF PROPERTY

Zoning & Impact fee use:			
Roof/Paint/Lot: Re-done – year			
Parking:			
Other Info.			
Expenses	Amount	Who Pays Owner / Tenant	Comments
Lawn Care			
Fertz – Pest (lawn & shrub)			
Tree Trimming			
Irrigation/Well			
Mulch / Plants			
Pressure/Window Clean			
General Maintenance			
Office Cleaning			
Cleaning Supplies			
Electric R&M (lights)			
Insurance – Property			
Insurance – Flood			
Insurance – Other			
Capital Exp Res Funding			
Electric			
Water/Sewer			
Water Irr & Lot			
Roof R&M			
Aquatics			
Plumbing/Annual Inspect			
Fire/Monitor/Sprnk/Security			
Telephone			
Management			
RE Taxes			
Association/POA Dues			
Other Expenses			