

Information for Property Management:



Who referred you to us or how did you hear about us? : _____

Address of Investment Property(ies):

(1) Address: _____ City _____ State TX Zip _____

Home Warranty name: _____ Phone # _____

Home Warranty contract #: _____ *EXPIRATION DATE of home warranty*: _____

List appliances and/or # garage door remotes that remain with the property: _____

Mail box location: _____ Box #: _____

Are any items in the Property not in Working Condition? _____

Sprinkler system: Yes No Areas Covered: _____

Is there a pool: Yes No Will you/do you cover pool maintenance in rent: _____

Specific Property Instructions (water softener, sprinkler system, alarm, etc): _____

(2) Address: _____ City _____ State TX Zip _____

Home Warranty name: _____ Phone # _____

Home Warranty contract #: _____ *EXPIRATION DATE of home warranty*: _____

List appliances and/or # garage door remotes that remain with the property: _____

Mail box location: _____ Box #: _____

Are any items in the Property not in Working Condition? _____

Sprinkler system: Yes No Areas Covered: _____

Is there a pool: Yes No Will you/do you cover pool maintenance in rent: _____

Specific Property Instructions (water softener, sprinkler system, alarm, etc): _____

Name(s) or entity in which property is titled (Information used for Annual 1099):

For 1- Address: _____

For 2- Address: _____

*** Included with this owner info sheet is a W9 form, please complete and return along with this form.***

Contact Information:

Name: _____

Name: _____

Date of Birth: _____

Date of Birth: _____

Driver License # _____ State _____

Driver's License # _____ State _____

Home Phone # _____

Home Phone # _____

Office Phone # _____

Office Phone # _____

Cell Phone # _____

Cell Phone # _____

Email Address _____

Email Address _____

Property management plan selected:

_____ 7% plan (Does NOT include property condition reviews during lease term. Includes PCR's before tenant's move in and after move out).

_____ 8% plan (Includes property condition review before tenant's move in, 60-days after tenant move in, upon lease renewal & upon move out)

If the home is to be listed, When will the home be ready for a new tenant to move in? _____

Current status of Property(please circle one): Vacant Owner Occupied Tenant Occupied
(Please complete applicable section below)

If owner occupied or Vacant: Once the home is listed on the market, we will set you up on a showing service which will notify you of any upcoming showings. A minimum one hour notice will be provided to you before a showing. We will arrange for a sign and supra/combo box to be placed at the property. Please provide the following details:

Alarm Code In: _____ Alarm Code Out: _____ Location of Keypad: _____

Pets on Property? Yes No / Type of Pet & Details: _____

Where will pets be kenneled during showings: _____

Subdivision gate code: _____ Specific showing instructions: _____

If Tenant Occupied: Once property management services begin, we will reach out to the tenant to introduce our company and direct them to begin making payments through our online portal. Please provide us with the following details:

Alarm Code In: _____ Alarm Code Out: _____ Location of Keypad: _____

Pets on Property? Yes No / Type of Pet & Details: _____

Subdivision gate code: _____ Specific Instructions: _____

Tenant Names: 1. _____ 2. _____

Phone Number: 1. _____ 2. _____

Email Address: 1. _____ 2. _____

Security deposit paid? \$ _____ + Any refundable pet deposit paid \$ _____

Rent Status. Current Delinquent Amount owed: \$ _____

Breakdown of amount owed: _____

ITEMS NEEDED:

- Upon start of services, will you continue to hold the security deposit or will you transfer to Sugarland PM? _____ Landlord holding _____ Transferring to Sugarland PM - **If transferring**, please mail a check made payable to Sugarland Property Management to P.O. Box 18183 Sugar Land, TX 77496.
- **Please provide us with a copy of the lease, pet agreement, application, inventory & condition form along with any other documents signed by the tenant. If you have any property condition reports/pictures, please provide them as well.**
- Please provide us with a copy of the house key.
- If required by the city the home is located in, do you already have a city rental license in place? Yes or No
If no, it is part of our services to apply for and renew the rental license on your behalf if required by the city. There are application fees required by the city, you will see these reflected as an expense on a given owner statement.

Additional comments: _____

Monthly Management Reports will be automatically emailed. Please notify the office if you would prefer the monthly reports to be mailed.

Revised: 10-2017

Property Address: _____

Pets:

Note: We recommend being open to pets as over 50% of the prospects have pets, and declining pets would also limit our pool of candidates.

Do you allow pets? _____ Yes _____ No

Types of pets allowed : _____ Dogs _____ Cats _____ Birds _____ Fish _____ Caged Pets (Hamsters, Turtles, Etc)

Types of pets not allowed: _____

Do you have any restrictions on pet sizes and weights? _____

Maximum number of pets allowed? _____

Do you allow indoor and outdoor pets? _____

Pet Deposits:

Pets Under 50 lbs

Single Pet \$350 NON-REFUNDABLE

2+ Pets \$150 additional (per pet) in addition to the single pet deposit (\$100 of it is a pet deposit)

Pets Over 50 lbs

Single Pet \$500 (\$400 NON-REFUNDABLE / \$100 Refundable)

2+ Pets \$200 additional (per pet) in addition to the single pet deposit (\$100 of it is a pet deposit)

The following breeds or partial breeds, (but not limited to these breeds) are not permitted: Rottweiler, Pit Bull, Akita, Doberman, Chow, any Wold breed or breed that is deemed as a “vicious” or “dangerous”. Support/Service animals are not considered pets and are allowed to reasonably accommodate a handicapped leaseholder or occupant. Service Animals are accepted without a deposit. Verification that the animal is a support/service animal will be required from a licensed physician.



Sugarland Property Management

AUTOMATIC DEPOSIT APPLICATION

PAYEE INFORMATION

First Name: _____ Middle Initial: _____ Last Name: _____

Address: _____

Cell Phone: _____ Work: _____ Home: _____

Email: _____

Driver's License: _____ DL State: _____

BANK INFORMATION

Please be meticulous in providing the complete and correct information to prevent problems with your timely deposit.

Bank Name: _____

ABA Routing Number: _____ Account Number: _____

Account Class: _____ Personal _____ Commercial

Account Type: _____ Checking _____ Savings

DRAFT AUTHORIZATION

Rental proceeds deposits to your account occur by the 12th day of every month. (With the exception of late tenant rental payments).

Notice of changes of banking information or account number must be made as soon as possible prior to your next deposit to ensure deposits are made to correct account. Notice must be in writing, and a new form to be completed. You may request a form directly from our office.

The information provided by me on this form is correct and accurate. I allow SUGARLAND PROPERTY MANAGEMENT, to make deposits to my account.

Signature: _____

Date: _____

Printed Name: _____