

PROPERTY ADDRESS
CURRENT MANAGER (IF APPLICABLE)
OWNER

 NAME

 PHONE

 EMAIL

 NAME

 PHONE

 EMAIL

OCCUPANCY
 OWNER OCCUPIED THROUGH DATE _____

 VACANT

 RENTER OCCUPIED LEASE END DATE _____

RENT AMOUNT \$ _____

HOA
 YES NO

 COMPANY

 MANAGER

 PHONE

 EMAIL

RENTERS' INFORMATION

 NAME

 PHONE

 EMAIL

 NAME

 PHONE

 EMAIL

 NAME

 PHONE

 EMAIL

 NAME

 PHONE

 EMAIL

KEYED MAILBOX
 YES NO

 NUMBER

 LOCATION

GARAGE DOOR OPENER
 YES NO

POOL / CLUBHOUSE
 YES NO

ALARM SYSTEM
 YES NO

 COMPANY

 PHONE

 MONITORED? YES NO

 CODE

UTILITIES FOR PROPERTY

 WATER CITY WELL

 SEWER CITY SEPTIC

 FIREPLACE NONE WOOD

 GAS ELECTRIC

UTILITIES TO BE TRANSFERRED

Only list the utilities that are included with the rent, such as owner paid water or common area lighting.

WATER YES NO

COMPANY _____

SCHEDULED SHUT OFF _____

ELECTRICITY YES NO

COMPANY _____

SCHEDULED SHUT OFF _____

GAS YES NO

COMPANY _____

SCHEDULED SHUT OFF _____

CONTRACTED SERVICES

Are these services included as part of your lease agreement?

LANDSCAPING YES NO

RECURRING YES NO

COMMON AREA YES NO

COMPANY _____

PHONE _____

EMAIL _____

PEST CONTROL YES NO

RECURRING YES NO

COMMON AREA YES NO

COMPANY _____

PHONE _____

EMAIL _____

DELIVERABLES

To successfully on-board your property with Augusta Rental Homes, please prepare and be ready to deliver the following items:

- KEYS FOR THE PROPERTY / UNIT
- KEYS FOR THE MAILBOX
- GARAGE DOOR OPENER
- KEYS FOR THE POOL / CLUBHOUSE
- CERTIFICATE OF PROPERTY INSURANCE
- CURRENT LEASE
- CURRENT TENANT LEDGER
- SECURITY DEPOSIT CHECK
- PRE-PAID RENT CHECK
- RENTERS' APPLICATIONS
- _____
- _____

NOTES: