



Property Information Form

Property Address: _____ Unit(s): _____

Owner Name(s): _____

Basic Information

County: _____ SQFT: _____ Acres: _____

No. of Bedrooms: _____ No. of Bathrooms: _____ No. of Floors: _____

Year Built: _____ Desired Monthly Rent: _____

Subdivision Name and/or commonly known name: _____

Home Type

- | | | |
|--|------------------------------------|---------------------------------------|
| ☐ Single Family | ☐ Apartment | ☐ Tiny Home |
| ☐ Townhouse | ☐ Duplex | ☐ Manufactured |
| ☐ Condominium | ☐ Modular | |
| ☐ Other: _____ | | |

Current Occupancy

- | | |
|--|---|
| ☐ Vacant | ☐ Owner Occupied |
| ☐ Tenant Occupied | ☐ Home Tender |
| ☐ Other: _____ | |

Please provide the current property manager and contact information if applicable..

Pet Preferences

- | | | |
|---|--|------------------------------------|
| ☐ Pets allowed | ☐ Dogs only | ☐ Cats only |
| ☐ Pets Not allowed | ☐ Small dogs only | |
| ☐ Other: _____ | | |

KwikSet Smart Key

Do **all** entry doors to the property have KwikSet Smart Key Hardware (doorknobs/handles and deadbolts—not including any sliding doors)?

- ☐ Yes
☐ No

If **No**, which door(s) hardware needs to be updated? _____

Heating and Air Conditioning

Furnace Filter Size and Location: _____

- | | |
|---------------------------------------|-------------------------------------|
| ☐ Central | ☐ Wood Stove |
| ☐ Heat Pump | ☐ None |
| ☐ Other: _____ | |

Heating Fuel/Type

- | | | |
|---------------------------------------|----------------------------------|------------------------------|
| ☐ Electric | ☐ Propane | ☐ N/A |
| ☐ Natural Gas | ☐ Solar | |
| ☐ Other: _____ | | |

Air Conditioning/Cooling

- | | |
|---------------------------------------|---------------------------------------|
| ☐ Central | ☐ Swamp Cooler |
| ☐ Window/Wall | ☐ None |
| ☐ Other: _____ | |

Parking

- ☐ Attached Garage (# of Spaces): _____
- ☐ Detached Garage (# of Spaces): _____
- ☐ Carport (# of Spaces): _____
- ☐ Assigned parking (# of Spaces): _____ Space Number: _____
- ☐ Other: _____

Amenities

- | | | |
|---|--|---|
| ☐ Dishwasher | ☐ Living Room(s) ____ | ☐ Deck/Balcony |
| ☐ Garbage Disposal | ☐ Washer | ☐ Shed |
| ☐ Refrigerator | ☐ Dryer | ☐ Tennis Courts |
| ☐ Microwave oven | ☐ Laundry Hook-ups | ☐ Sports Courts |
| ☐ Gas Stove | ☐ Community Laundry | ☐ Pool |
| ☐ Electric Stove | ☐ Cold Storage | ☐ Sprinkler System |
| ☐ Fireplace(s) _____ | ☐ Fenced Yard | ☐ Electric Car Charger |
| ☐ Other: _____ | | |

If a washer and dryer are provided, I agree to pay for repairs due to wear and tear and not due to tenant neglect or misuse.

- ☐ Yes ☐ No

All Amenities Functional?

- ☐ Yes ☐ No

Utility Suppliers

Electric: _____

Gas: _____

Water: _____

Sewer: _____

Garbage: _____ Scheduled Collection Day: _____

Internet: _____ Modem remaining onsite (Y or N): _____

Cable: _____

Other: _____

Utility Shut-off Locations – Please provide details on where these items are located.

Breaker Box: _____

Water Heater Location and Age: _____

Interior Water Shut off: _____

Exterior Water Shut off: _____

Sprinkler Main Water Shut off: _____

Sprinkler Control/Timer Box: _____

Other Suppliers

Landscaping: _____

Snow Removal: _____

Other: _____

Tenant Pays

Please list all items that the tenant will be responsible for.

☐ Electricity

☐ Sewer

☐ Spa Maintenance

☐ Gas

☐ Lawn Care

☐ Ext. Maintenance

☐ Water

☐ Pool Maintenance

☐ Garbage Pickup

☐ HOA Fees _____

☐ Other: _____

Entrance Information

What items will be provided with the property? Please list how many of each item will be provided and any assigned numbers.

☐ House Keys _____

☐ Mailbox keys _____

☐ Community Keys/Fobs _____

☐ Garage Opener(s) (1 required per vehicle space in garage) _____

☐ Garage Code(s) _____

☐ Door/Gate Code(s) _____

☐ Parking Passes _____

☐ Storage Space Keys _____

☐ Other: _____

Please also provide information for any lockboxes or codes that may be required for entrance.

HOA

Please provide the name of the complex, the complete contact information for your HOA (if applicable), and please send any documentation they have in regards to rentals in the community?

HOA includes:

- | | | |
|---|---|--|
| ☐ Clubhouse | ☐ Playground | ☐ Dog Park |
| ☐ Fitness Center | ☐ BBQ/Picnic area | ☐ Landscaping |
| ☐ Pool | ☐ Business Center | ☐ Electric car charging |
| ☐ Spa/Hot tub | ☐ Basketball Court | ☐ N/A |
| ☐ Sauna | ☐ Tennis Court | |
| ☐ Other: _____ | | |

Please list any utilities that the HOA includes in their fees.

General Safety & Compliance

- ☐ Smoke detectors installed in all required locations (each bedroom, outside sleeping areas, one per level)
- ☐ Carbon monoxide detectors installed per Utah Code (within 10 feet of all sleeping areas and any gas appliances, on each livable level of the property, or in an attached garage)
- ☐ All detectors tested and in working order
- ☐ Last date batteries were replaced: _____
- ☐ Egress windows in all bedrooms (clear and operable)
- ☐ Handrails and guardrails secured and compliant
- ☐ Exterior address numbers clearly visible from the street

Garage (if applicable)

- ☐ Garage door opener and remotes functional
- ☐ Garage door key code reset and reprogrammed (if applicable)
- ☐ No flammable liquids or chemicals left behind
- ☐ Clean and swept

Optional/Extra Items

- ☐ Owner's personal items removed from the property
- ☐ Any smart home systems (e.g. Nest, Ring) transferred or reset

Notes: _____

HVAC, Plumbing & Water Systems

- ☐ Last furnace filter replacement date: _____
- ☐ HVAC system functional and recently serviced
- ☐ Furnace and A/C units clear of debris
- ☐ Thermostat operational and set appropriately
- ☐ Water heater functional with no visible leaks
- ☐ Water softener present?
 - ☐ Yes
 - ☐ Salt level adequate
 - ☐ Water softener operational
 - ☐ No
- ☐ All faucets and showers working properly, with no leaks
- ☐ Water pressure normal
- ☐ Toilets flushing properly, no leaks or running tanks
- ☐ Main water shutoff location known and labeled

Interior

- ☐ All doors and locks working properly
- ☐ Windows open, close, and lock securely
- ☐ Window screens intact
- ☐ Walls patched and paint in good condition
- ☐ Flooring clean and damage-free
- ☐ Light switches and outlets all functioning
- ☐ All lights operational with working bulbs

Exterior (if applicable)

- ☐ Yard mowed, weeded, and in rental-ready condition
- ☐ Sprinkler system operational and schedule set
 - ☐ Timer located and accessible
 - ☐ WiFi-based controller access transferred to management
- ☐ Hoses removed and stored
- ☐ Gutters clear and downspouts/hose directed at least 6 feet away from foundation
- ☐ Exterior doors weather-stripped and secure

Pest, Mold & Maintenance Checks

- ☐ No signs of pest infestation (mice, ants, spiders)
- ☐ No visible mold or mildew
- ☐ Attic/crawlspace access safe and dry (if applicable)
- ☐ Washer tray free of mildew/mold (if present)

Additional Questions

Is there a warranty included with the home?

Do you want the property manager to arrange for a third party to winterize the sprinkler system in the fall and turn on the sprinkler system in the spring, with additional charges to you?

Is the sprinkler control box usable without the necessity of an internet connection? If **NOT, please provide any and all necessary instructions or information** that we can pass along to the tenant to enable them to use it properly.

Is there any additional information that you feel we should be aware of?
