

**Property Intake Questionnaire Form**

(Missing Information to be filled-in by Property Manager before submitting to Bookkeeping)

How did the Owner come to learn of All County? Referred by someone? Google searching what key words? \_\_\_\_\_

Property Address: \_\_\_\_\_

Air Conditioned Space: \_\_\_\_\_ ft<sup>2</sup> Beds: \_\_\_\_\_ Baths: \_\_\_\_\_ # of Car Garage: \_\_\_\_\_

Utilities: Electric Company: \_\_\_\_\_  
Water Company: \_\_\_\_\_  
Sewer Company: circle one: same as water company / on septic  
Gas Company: \_\_\_\_\_  
Are Utilities Currently On? \_\_\_\_\_

Association: Community Name \_\_\_\_\_  
Management Company \_\_\_\_\_  
Manager Name and Phone \_\_\_\_\_  
Application Fee \_\_\_\_\_ Deposit? \_\_\_\_\_

Access: 4 Door Keys: \_\_\_\_\_ Door Code: \_\_\_\_\_  
2 Mailbox Keys: \_\_\_\_\_ Mailbox Location: \_\_\_\_\_  
1 Pool Key: \_\_\_\_\_ Other Key?: \_\_\_\_\_  
Gate Fob(s): \_\_\_\_\_ Gate Code \_\_\_\_\_  
Garage Remote(s): \_\_\_\_\_ Garage Code: \_\_\_\_\_

Services: Pool Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Lawn Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Fertilization & Weed : \_\_\_\_\_ Phone: \_\_\_\_\_  
Pest Control: \_\_\_\_\_ Phone: \_\_\_\_\_  
Irrigation System Present? \_\_\_\_\_ Backflow Tester: \_\_\_\_\_

Pets: \_\_\_\_\_  
Not accepting pets will significantly reduce the number of leads. We strongly recommend a case-by-case approval with an increase in deposit. We will abide by insurance breed restrictions, and Association weight restrictions.

Maintenance Procedures:  
Any warranty information we should have? \_\_\_\_\_  
Appliances: If they need replaced, replace with new or used? \_\_\_\_\_  
Per the management agreement, we will call you for any repair item that is above \$200 for approval before proceeding. All invoices are uploaded to the online portal for transparency. Are there any special notes we should know about?  
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