



Thank you for choosing Investors Choice Property Management. In order to begin management we will need the following: A check for \$300.00 to be placed in our trust fund, keys, entry remotes (can be left in kitchen drawer), Rental Agreement(s), Insurance Declarations Page and HOA Bylaws/ CC&R's (if applicable).

Owner Information:

Name of Primary Owner: Last: _____ First: _____
 Name of Co-Owner: Last: _____ First: _____
 Phone(s) Work: (____) _____ Home: (____) _____
 Cell Phone: (____) _____ Other: (____) _____
 Email: _____ Other: _____

Street Address: _____
 City: _____ State: _____ Zip: _____

Primary Owner Social Security/Tax ID#: _____ Name _____
 (Required by IRS for 1099 Reporting*)
 #2 Co-Owner Social Security/Tax ID #: _____ Name _____
 #3 Co-Owner Social Security/Tax ID #: _____ Name _____

***1099 income (gross rents received) will be reported under the primary Owner's Social Security/Tax ID #.**
If the 1099 income needs to be split amongst 2 or more partners, please provide details as to how you would like this handled: _____

Bank: if funds mailed/direct deposited to bank: Bank: _____
 Address: _____
 Bank Acct. # _____

Amount on hold in trust account (minimum \$300.00): \$_____. Security deposits are held in trust.
 Expenses ICPM is to pay: (Circle): Mortgages / Home Owners Association Dues / Gardener / Pool Service
 We will need vendor name(s), addresses, account numbers, coupons, \$ amounts for any we are to pay.

Property Address: _____ City _____ Zip: _____

Current Tenant information: (Use separate sheet for additional tenants)

Tenant Name(s): _____ (include all adults)
 Phone numbers: Work: _____ Home: _____ Other: _____
 Current rent rate: \$ _____ Deposit \$ _____ Current on Rent Yes/No? Grace Period: _____ Late fee: _____
 Notes: _____

Vacant Property: Starting Rent Desired? \$_____ Starting Deposit Desired \$_____

Maintenance Information: How will Maintenance be handled? Call if over \$150.00 or _____.

Home Protection Plan or New Home Warranty? Yes/No If Yes, Company/Builder Name: _____.

Plan/Contract #: _____ Warranty Claims Phone Number: _____.

Insurance Co. : _____ Policy# _____

Agent name: _____ Phone # _____

Is your property insured as a rental? ___ Yes ___ No (provide copy of declarations page)

X
 Owner Signature _____

 Date



Property Information

#Bedrooms / #Baths	Heater (Central/Wall)	A/C (Central/Wall)	Floor Type	Stove Type	Micro Y/N	Dishwasher Y/N	Refrig Y/N	Laundry Type (Hookups, Coin-Op)	Garage #Spaces	Patio Y/N	Yard Y/N	Fam Rm Y/N	Fireplace Y/N	Levels (1-2)	Square Feet
/															

Mailbox #? _____ Parking Assignment #? _____ Cross Streets: _____ Thomas Brothers Map: _____
 Type of Property: Single-Family Home, Duplex, Condo, Triplex, 4-plex (circle one) Other: _____
 Alarm: Yes/No If Yes: Key/Code : #'s _____ Location: _____

1. Instructions: _____

Garage Door Opener: Yes/No If yes: # of controllers _____ (Can be left in kitchen drawer)
Gardener? Yes/No Who pays? Owner/ICPM (Need vendor name/address/phone/monthly \$ due/frequency of services)
Sprinklers? Yes/No If yes, Type: Manual/Automatic Location of Timer: _____
Pool? Yes/No **Pool Service?** Yes/No Who pays? Owner/ICPM (Need vendor info and schedule for services)
 Tenant pays gas, electricity and phone bills, but in Sacramento County most owners pay water/sewer/garbage.
 Who is to pay water/sewer/garbage? Owner/ICPM. Owner must call utility companies to make any changes.
 Is Water metered or flat rate? _____ What is approximate monthly cost? \$ _____/Month
 Section 8 Accepted? Yes/No (Government Subsidized Housing)
 Pets allowed? Yes/No/Negotiable (Negotiable is preferred)
 Type of Lease Desired: Month-to-Month / 6 Months / 12 Months (6 -12 month lease recommended)

Landlord Maintenance Disclosure

A. Property address: _____ Date built: _____

To the best of your knowledge, are all components in normal operating condition? ___Yes ___No

If No, please explain: _____

B. Are you aware of any of the following?

1. Substances, materials, or products which may be an environmental hazard such as, but not limited to, asbestos, formaldehyde, radon gas, lead-based paint, fuel or chemical storage tanks and/or contaminated soil or water on the property? ___Yes ___No
2. Room additions, structural modifications, stairs, other alterations or repairs made without necessary permits, or not in compliance with building codes? ___Yes ___No
3. Flooding, drainage, or grading problems? ___Yes ___No
4. Neighborhood noise problems or other nuisances? ___Yes ___No
5. Homeowners Association with authority over property? ___Yes ___No
6. City/County notices of abatement/citations against property? ___Yes ___No
7. Has anyone died on the property in the last three years? ___Yes ___No

To the best of your knowledge, is there anything at the property that poses a health/safety risk to occupants, or anything that could interfere with tenants' rights to a safe, habitable premises or the right to quiet enjoyment? ___Yes ___No

If Yes, please explain: _____

Owner certifies that the information provided is true and correct to the best of owner's knowledge as of the date signed by owner.

Owner Signature

Date



Lead Paint Disclosure: Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards

Address: _____ CA _____

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based hazards in the dwelling. Tenants must also receive a Federally approved pamphlet on lead poisoning prevention.

Owner's Disclosure:

(a) Presence of lead-based paint or lead-based paint hazards **(Initial one below):**

____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain):

____ Owner has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the Owner **(Initial those that apply):**

____ Owner has provided the Resident with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

____ Owner has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

____ Owner hereby notifies Broker that if they know of any lead-based paint or lead-based paint hazards at the property that Owner will immediately notify Broker so that Broker can disclose any known information to Lessee(s) and provide to Lessee(s) any records available. Broker may sign on behalf of Lessor all required disclosures and inform Lessee(s) of any known hazards or records pertaining to lead-based paint and lead-based hazards.

Broker's Acknowledgment:

(c) _____ Broker has informed the Owner of the Owner's obligations under 42 U.S.C. 4852(d) and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy **(Initial below):**

(d) _____ The parties have reviewed the information above and certify, to the best of their knowledge, that the information provided is true and accurate.

Owner _____

Owner _____

Broker _____

DRE LIC# 01124954

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