



OWNER PROFILE & MANAGEMENT CHECKLIST

P. O. Box 383198, DUNCANVILLE, TX 75138-3198

972-572-5656

OWNER'S NAME: _____

OWNER SS OR EIN (NAME & #): _____

OWNER ADDRESS: _____

CITY/STATE/ZIP: _____

HOME PHONE: _____ CELL PHONE: _____

WORK PHONE: _____ FAX#: _____

EMAIL (PRIMARY): _____ EMAIL (ALTERNATE): _____

EMERGENCY NAME: _____ EMERGENCY CONTACT #: _____

PROPERTY ADDRESS (w/CITY): _____

RENT: _____ AVAILABLE: _____ PM: _____ REFERRING AGENT: _____

FEATURES: _____

YEAR BUILT: _____ SQ FT: _____ MAPSCO: _____

NON-WARR ITEMS: _____ PETS: YES NO RESTRICT

HOME WARRANTY CO.: _____ SMOKERS: YES NO

POLICY # & PHONE NO: _____ OWNER MAKES REPAIRS: YES NO

KEYS (#): _____ SIGN: _____ KB/LB CODES: _____

OCCUPIED: YES NO MOVE-OUT DATE: _____

CURRENT TENANT NAME: _____

TENANT CONTACT #'S & EMAIL: _____

ALARM: _____ CODE: _____ ACTIVE NOT ACTIVE UTILITIES: OWNER MGMT Co.

MAKE-READY: OWNER MGMT Co RE-KEY: OWNER MGMT Co.

PICTURES TAKEN: NO YES BIDS NEEDED: NO YES

ACCT	_____
PROMAS	_____
MLS	_____
HR	_____
RC	_____
CSS	_____
GS	_____