**New Property Information Sheet (NPIS)**

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Property Address City/State Zip County

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_- $\_\_\_\_\_\_\_\_\_\_\_

Square Footage Acreage Year Built # of Stories Rental Rate/Price Range

**Legal Description:**

\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­\_\_\_\_\_\_\_\_\_\_\_

Land Lot Subdivision District Lot#

 Home Townhome Condo Duplex TI Other

**Style:** (check all that apply)

 A-Frame Colonial Contemporary

 Craftsman Country/Rustic European

 Split-Level Cape Cod Ranch

 Mediterranean Traditional Victorian

**Construction:** (check all that apply)

 Vinyl Stucco Hardi-Plank

 Brick (\_\_\_Sides) Wood Other \_\_\_\_\_\_\_\_\_\_\_\_

**Lot Description:** (check all that apply)

 Level Yard Sloping Yard Corner Lot

**­­­­­­­­­­­­­­­­** Private Backyard Cul-de-sac Wooded

 Lake View Golf Course view

**Exterior:** (check all that apply)

 Deck/Patio Screened in Porch Fenced Yard Pool

 Circle One: **Privacy / Chain Link**

**Neighborhood amenities:** (check all that apply)

 Neighborhood HOA, Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clubhouse Gated Community

 Pool Lawn Care Included

 Sidewalks Water Included

 Tennis Courts Sewer Included

 Playground Trash Pick-up Provided by HOA

 Lake Recycle Pick-up Provided by HOA

 Gym Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parking:** (check all that apply)

 2 car garage (detached) 1 car garage (attached) Carport

 2 car garage (attached) 1 car garage (detached)Other \_\_\_\_\_\_\_\_

**Basement:** (check all that apply)

 Crawlspace Finished Unfinished None

 Slab Partial Full

**Bedrooms/Bathrooms**:(Reference the number of rooms and locations in all boxes that apply)

 Bedroom(s) Lower Bedroom(s) Main Bedroom(s) upper Total=

 Full Bath(s) Lower Full Bath(s) Main Full Bath(s) Upper Total=

 Half Bath(s) Lower Half Bath(s) Main Half Bath(s) Upper Total=

**Interior:** (Check all that apply)

 Breakfast Bar Eat-in Kitchen Pantry

 Security System Island Solid Surface Counters

 Living Room Family Room Master on Main

 Dining Room Office Bonus Room/Rec Room

 Book Cases Foyer Entrance Recently Renovated

 Carpet Walk-in Closet Fireplace

 Loft Laundy Room Hardwood Floors

 Vaulted Ceilings Laundry Closet Whirlpool Baths

 Garden Tub Double Vanity Tile Floors

 Tile Bath Separate Shower Cable TVConnections

 Storage Shed Attic Furnished

 Trey Ceilings Sunroom Pet Negotiable

**Cooling/Heating:** (Check all that apply)

 Ceiling Fans Central Heating & Cooling

 Total Electric Both Gas & Electric

 Window Units Attic fan (whole house fan)

 Programmable Thermostat

**Current Utility Companies:**

Water Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gas Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Electric Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Warranty information:**

(Please provide company name, contact information, contract number, billing zip, and policy expiration date for all that apply)

Home Warranty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Termite Bond: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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HVAC Service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Codes (garage door, pool, etc): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Owner’s information:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­­­­­­­­­­­**

Owner’s Name

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

Mailing Address City/State Zip County

Cell #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Property Status:** Vacant Tenant Occupied Owner occupied until \_\_\_\_\_\_\_\_\_\_\_\_

**Current Tenant Information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rental Rate: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell/Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lease Term: \_\_\_\_\_\_/\_\_\_\_\_\_/\_20\_\_\_\_\_to\_\_\_\_\_\_/\_\_\_\_\_\_/\_20\_\_\_\_\_

*Availability Date*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Showing Instructions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Appliances and items left in the property for tenant use:** (Check all that apply)

 All Stainless-Steel Stove/Oven **Electric or Gas?** Built in Microwave

 Refrigerator Washer/Dryer **Electric or Gas?** Garbage Disposal

 Dishwasher Vent Hood Icemaker

 Keys#\_\_\_\_\_\_ Garage Remotes#\_\_\_\_\_ Amenities Pass# \_\_\_\_

**Plumbing**- (Check all that apply)

* **Septic**
* **Sewage**
* **Well Water**
* **Public Water**

The last time gutters were cleaned.

Month: \_\_\_\_\_\_\_\_\_\_\_\_Year: \_\_\_\_\_\_\_\_\_\_\_\_\_

**1099 Electronic Delivery**

*By signing below, you consent to have your 1099 delivered electronically*

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Direct Deposit Information**

Routing Number ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Checking
* Savings

How did you hear about us? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Office use:**

 Lock Box Code: \_\_\_\_\_\_\_\_\_\_\_\_\_

 Key in Lock Box

 Sign

 Pictures

Marketing Description

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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