**New Property Information Sheet (NPIS)**

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

Property Address City/State Zip County

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

Square Footage Acreage Year Built # of Stories Subdivision

▢ Home ▢ Townhome ▢ Condo ▢ Duplex ▢ TI Other

**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 = \_\_\_\_\_\_\_

**Rental Rate** $\_\_\_\_\_\_\_\_\_\_\_\_ (low) - $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (high)

**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 ▢ Ice Maker

▢ Wine/Drink Cooler Range **Built-In or Free-Standing?** ▢ Amenities Pass# \_\_\_\_\_\_\_

▢ Keys#\_\_\_\_\_\_ ▢ Garage Remotes#\_\_\_\_\_\_\_

**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: If no HOA, leave blank)

▢ Yes - 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Trash Service (select all that apply):** ☐ Trash is provided by HOA
 ☐ Trash is mandatory by the City (City of South Fulton or City of Newnan) and is paid directly by the owner

If applicable, please specify the trash provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: For city-mandated trash service, owners are responsible for paying this bill during the lease term. Gatekeeper will bill the tenant monthly and advertise trash service as $x/month in addition to rent.*

**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

**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 ▢ Laundry Room ▢ Hardwood Floors

▢ Vaulted Ceilings ▢ Laundry Closet ▢ Whirlpool Baths

▢ Garden Tub ▢ Double Vanity ▢ Tile Floors

▢ Tile Bath ▢ Separate Shower ▢ Cable TV Connections

▢ Storage Shed ▢ Attic ▢ Furnished

▢ Trey Ceilings ▢ Sunroom ▢ Alarm(s), Code(s) \_\_\_\_\_\_\_\_\_

**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

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

▢ Septic

▢ Sewage

▢ Well Water

▢ Public Water

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

**1099 Electronic Delivery**

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

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

**Direct Deposit Information**

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

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

 ▢ Checking

 ▢ Savings

**Maintenance / Warranty information:**

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

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

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

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

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

**Current Tenant Information:**

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

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

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

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

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

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

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

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**Current Utility Companies *(Check all that are currently active – Do Not Shut Off)***

*Please leave all utilities active. If you have any questions, feel free to contact our office for clarification.*

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

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

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

☐ Sewer Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Trash Service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Internet Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Cable/TV Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Security System: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Lawn Care Service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Pest Control: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Propane Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ HOA/Community Services: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Information Not Mentioned Elsewhere Herein**

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

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

**Office use only:**

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

▢ Key in Lock Box

▢ Sign

▢ Pictures

Marketing Description

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

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