



MANAGEMENT INFORMATION RECORD

(Please complete this form as accurately as possible and return via email to mpm.laura@gmail.com or fax (540)657-5526)

Date: _____

NAME(s): _____

SSN: _____ DOB: _____ SSN: _____ DOB: _____

Current /Phone Numbers & Email _____

Rental Property Address:

Parking Space #: _____ How Many? _____ Mailbox #: _____ Storage Bin #: _____

Current Tenant Name & Numbers: _____

Monthly Rent: _____ Date Available: _____

Min. Lease Term (Months) _____ Max. Lease (Months) _____

• Date Available: _____ Schools: _____

• Will you accept fur-bearing pets? Y _____ N _____ Pet Deposit: \$ _____ Restrictions: _____

Forwarding Address of Owner:

_____ Ph: H: _____

_____ W: _____

_____ C: _____

Emergency Contact: _____ Ph: H: _____

Relationship: _____ W: _____

Deposit Rent Balances in bank:

Bank: _____ Phone: _____

Address: _____

Account #: _____ Routing #: _____ Checking _____ Savings _____

Remit balance to owner at address: _____

1. HOMEOWNER OR CONDO ASSOCIATION: (Please leave a copy of your HOA/Condo rules in property.)

Name of HOA/Condo: Contact: _____

MPM to Pay?: Yes No Monthly Quarterly Annually

Address: _____

Ph: _____

Account #: _____ Amount: \$ _____ Begin: _____

SWIMMING POOL: Y N Tennis Court Y N Club House Y N

Tenant Pays any fees? Yes No

Name: _____ Contact: _____

Address: _____ Ph: _____

2. UTILITIES USED:

1. Electric Company: _____ Ph: _____

2. Water Company: _____ Sewer Co: _____ Ph: _____

3. Gas Company: _____ Ph: _____

4. Oil Company: _____ Ph: _____

5. Telephone: _____ Ph: _____

6. Trash Company: _____ Ph: _____ **Tenant pays? Yes No**

Pick up days: _____ Recycle information: _____

7. Cable Company: _____ Ph: _____

8. Septic (firm to call if system malfunctions): _____ Ph: _____

3. MAIN WATER shut-off location: _____

Front exterior shut-off location: _____

Rear exterior shut-off location: _____

4. MAINTENANCE AND REPAIRS:

Home Warranty Provider/Phone: _____

Contract # _____ (Expiration) _____

Tenant is responsible for: Mowing Front/back/both Leaf Removal Gutter Cleaning Fireplace Cleaning Pool/Spa-opening/closing

If there are any contractors the owner wishes to use, please list:

Name: _____ Address: _____ Phone: _____

Agent will call owner's contractors whenever possible, but in no event shall agent be held liable should agent fail to do so. Please attach copies of any service contracts or equipment warranties (heating/AC, termite, lawn, pest control). Agent **will not** be responsible for ordering work covered by a service contract or warranty if information is not provided.

- *****Owner shall maintain utilities whenever property is vacant.**
- *****Owner shall provide 3 copies of each key for residence.**
- *****Owner shall inform Agent & provide documents of any easements, covenants, and/or regulations that would affect a tenant's occupancy, as well as information concerning any special move-in rules, maintenance, key service, security, intercoms, parking instructions.**

The Landlord shall provide as part of the Premises all existing built-in heating and central air conditioning equipment, plumbing and lighting fixtures, sump pump, attic fans, storm windows, storm doors, screens, installed wall-to-wall carpeting, smoke and heat detectors, exterior trees and shrubs and, if so indicated below, the following checked fixtures and appliances:

Provided		Interior	Provided		Interior	Provided		Exterior
Yes	No	Kitchen	Yes	No	Heating/Cooling	Yes	No	Yard
		Exhaust Fan			Attic			Pool/Equipment & Cover
		Built-in Microwave			Attic Fan			Sprinkler System
		Range Hood			Ceiling Fans #			Fence
		Cook top Gas or Elec			Central Air Conditioning			Deck/Porch
		Dishwasher			Central Vacuum			Satellite Dish/Equipment
		Ice Maker			Dehumidifier			Hot Tub Equipment & Cover
		Refrigerator #			Electronic Air Filter			Landscaping
		Disposal			Furnace Humidifier			Storage Shed
		Stove/Range Gas or Elec			Hot Water Gas or Elec			Play Structure
		Trash compactor			Sump Pump			
		Separate Freezer			Water Softener			
		Wall Oven/s Gas or Elec #			Window A/C's # Fan			Community
		Laundry			Heat Pump			Clubhouse
		Location			Miscellaneous			Pool
		Washer			Home Warranty			Golf Course
		Dryer			Alarm System (code)			Tennis/Basketball Courts
		Deep Sink			Intercom			Trails
					Carpeting			Fitness Center
		Basement			Hardwood Flooring			
		Finished			Fireplace Gas or Wood	Miles		Distance
		Unfinished			Fireplace Screen/Doors			Interstate/Major Highways
		Walk-out			Wood Stove			Commuter Lot
		Garage			Window Treatments			VRE
		Attached/Detached			Whirlpool Tub			DC
		Parking Spaces						Quantico
		Garage Doors #						Fort Belvoir
		Garage openers #						Fort AP Hill
		Garage Door Code	Bedrooms/Bathrooms/SqFt.					

6. Brief home description/Special Instructions:
