



Owner Information Sheet

Rental Property Address:

Owners Billing Address:

(1) Property Owner:

(1) Mobile Number:

Email Address:

(2) Property Owner:

(2) Mobile Number:

Email Address:

Utilities:	Company Name	Phone Numbers
Sewer or Septic:	_____	Phone: _____
Electricity:	_____	Phone: _____
Gas:	_____	Phone: _____
Water:	_____	Phone: _____
Garbage:	_____	Phone: _____
Propane Tank:	_____	Phone: _____ Tank filled to _____ %

Are any Utilities included with Rent? Yes or No ? Which? _____

Home Owner Insurance Info:

Home Warranty Info:

Insurance Company:

Home Warranty Company:

Insurance Agent and #

Home Warranty Co. Phone #:

Agent's Phone #:

Home Warranty Policy #:

Insurance Policy #:

Home Warranty Packet Sent to NRB:

Did you add NRB as Additional Insured:

When Does Warranty Policy Expire:

Misc Info:

Home Owner association Information:

Alarm Company Name:

Development Name:

Alarm Co. Phone #

HOA Company Name:

Alarm Keypad Code:

HOA Mgnt Address:

NRB Added to Account:

HOA Mgnt Contact #:

Paint Brand:

Copy of HOA Rules & Regulations Emailed to NRB: **REQUIRED**

Mail Box #:

Gated Community: Y/N Gate Code:

Mail Box Location:

Garage Code: Misc:

Accounting:

1. EFT Form (Electronic Funds Transfer) : Please email to randy@nrbproperties.net

2. Bank Name: _____ Account Number: _____

3. 4 COMPLETE sets of house keys, 4 mail keys, 2 Garage Door Openers, Key FOB(s), and Gate Remote(s) (if applicable)

Note: We recommend having a SEPARATE bank account for your rental properties, but it is not required.

Advertising:

Expected Amount of Rent:

Lowest Rent Amount Accepted:

Pet Policy in Detail:

Any Stipulations you would like to see on Lease:

Maintenance:

Is there Any Work Currently Needed?

Location of All Water Shut off Valves:

Location of Electric Breaker Boxes:



Housing Details: Please be as specific as possible for accuracy.

Owner Name: _____

Bedroom (s): _____

Family Room: _____

Bathroom (s): _____

Living Room: _____

Garage (s): _____

Dining Room: _____

Garage Door Opener: _____

Office/Den: _____

Square Feet: _____

Bonus Room: _____

Stories: _____

Utility Room: _____

Fully Fenced: _____

Loft: Small/Large? _____

Heating Type: _____

Extra Storage: _____

Heat: Gas/Elec/Propane _____

Gated Community: _____

Filter Size: _____

H2O Tank: (Gas/Elec) _____

Filter Changed: _____

H2O Tank Age & Size: _____

Air Conditioning: _____

Deck: Size? _____

Fireplace (Gas/Elec/Pro) _____

Deck Year Built: _____

Fireplace w/Blower: _____

Shed: Size? _____

Refrigerator: _____

RV Parking: _____

Dishwasher: _____

Sprinkler System: _____

Microwave: _____

Alarm System: _____

Stove: Gas/electric _____

Hot Tub: _____

Garbage Disposal: _____

Pond: _____

Flooring Type: _____

Community Features: _____

If Carpeted, Age? _____

Covered Patio: _____

Washer/Dryer: _____

Septic - Year Pumped _____

Smoke Detector: (s) _____

Water Shut Off Location: _____

CO Detector: (s) _____

Blinds Installed: _____

Any Major Repairs in the Last 12 Months? _____

Did All Additions or Remodels Have Proper Permits? _____

Owner's favorite features: Helps show the best features of the home for the advertisement.

Date to Start Rental Ad: _____

Total # of Pets Ok: _____

Date Home Available: _____

Dog(s) up to _____ Lbs Cat(s) up to _____ Lbs

Rent Amount Requested: _____

Pet Fee: \$250.00 _____

Lowest Rent Accepted: _____

Security Deposit: _____

Comments: Anything you want NRB and/or your future tenants to know about the home that is unique.
