



Phone 208-906-0196 • Fax 866-404-2381

2645 N Cole Rd Ste A Boise, ID 83704 • www.smartmovepm.com

PROPERTY INTAKE FORM

Property Address _____

Owner (s) _____

Spouse/Alternate _____

Owner's Address _____

Cell Phone _____ Alt/Spouse Phone _____

Email _____ Emergency contact _____

How did you hear about SMPM? _____

Online Search, please list the website: _____, Referral, please list the client: _____

PROPERTY DESCRIPTION:

BDRM x BATH _____ Square Footage _____

Type of Heat (Gas, Electric, Radiant) _____

Year Built _____ Stories _____

of House keys- _____ Mail keys- _____ Pool/clubhouse keys- _____ Garage remotes- _____

MARKETING STRATEGY:

It is in the best interest of both the Management and Owner to rent the Property as soon as possible. Rental Market rates are sensitive and if your property has not been rented in a reasonable amount of time, three to six weeks; it is most likely because the rent is higher than the rental market warrants. Rent reduction is generally done in \$50-\$100 increments. If the property doesn't rent in a reasonable amount of time using these guidelines, we will discuss other options with you.

Initial Marketing Price \$ _____ Security Deposit \$ _____

Desired Lease Terms (one year, 18 months, two year) _____

PETS

Under the law, **service/companion animals are not considered pets** and are exempt from increased deposits and restrictions.

Service/companion animals are not limited to dogs and cats.

Pets Allowed Y or N _____ Max # Pets Allowed _____

Restrictions _____

DESIGNATION OF OWNER OR TENANT RESPONSIBILITY: (Mark HOA, Owner, or Tenant)

Power		Idaho Power
Gas		Intermountain Gas
Water		<u>Circle One:</u> Suez, Capitol Water, Meridian City, Eagle Water Co, Garden City
Sewer		<u>Circle One:</u> Boise City, Meridian City, Garden City, Eagle Sewer,
Trash		<u>Circle One:</u> Boise City, Meridian City, Garden City, Republic Services

LANDSCAPING:

Who is responsible for landscaping? Owner, Tenant, or HOA _____

If owner is responsible, please list landscaper name and contact information _____

Please designate who is responsible for **sprinkler blow-outs and turn-ons** (SMPM, HOA, or Owner's landscaper) _____

MAINTENANCE INFORMATION: please don't skip this info

Date of last interior paint job _____

Knowledge of lead-based paint? (pre-1978 homes) _____

Age of carpet _____ Age of Vinyl/Other Flooring _____

Water Heater Location _____ Age of Water Heater _____

Emergency Water Shut Off Location _____

Electrical Panel Location _____

Crawl Space Access Location _____

Sprinkler Timer Box: _____

Furnace Location(s) _____

Furnace Filter Size _____ # of filter(s) _____

HOMEOWNER'S INSURANCE CONTACT INFO - Please don't skip

Company & Agent Name _____

Phone # _____ Policy # _____

SCHOOLS:

Grade School _____ Jr. High _____

High School _____

HOMEOWNERS ASSOCIATION:

Board Member Contact Information _____

Does your neighborhood have any restrictions your tenants should know about? _____

Neighborhood Amenities: _____