

# SMARTMOVE

## PROPERTY MANAGEMENT

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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: \_\_\_\_\_

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

### **PROPERTY DESCRIPTION:**

BDRM x BATH \_\_\_\_\_ Square Footage \_\_\_\_\_

Type of Heat (Gas, Electric, Radiant) \_\_\_\_\_

Style of Property (condo, ranch, craftsman, cottage, etc) \_\_\_\_\_

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 \$25-\$50 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)**

<b>Power</b>		<b>Idaho Power</b>
<b>Gas</b>		<b>Intermountain Gas</b>
<b>Water</b>		<u>Circle One</u> : Suez, Capitol Water, Meridian City, Eagle Water Co, Garden City
<b>Sewer</b>		<u>Circle One</u> : Boise City, Meridian City, Garden City, Eagle Sewer,
<b>Trash</b>		<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) \_\_\_\_\_

*Tenants can participate in a quarterly furnace filter delivery program at no cost to you, would you like them to participate?* \_\_\_\_\_

**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 Notes (Additional amenities, neighborhood features): \_\_\_\_\_

INTERIOR	Y	N	ADDITIONAL INFORMATION
Central A/C			<input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Heat Pump
Wall/Window A/C			Number of Units:
Swamp Cooler			Number of Units:
Central Heat			<input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Heat Pump
Other Heat			Number of Units: Describe:
Fireplace & Chimney			<input type="checkbox"/> Wood Burning <input type="checkbox"/> Gas
Water Heater			<input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Other
Water Softener			
Washer Dryer			Hookups are: <input type="checkbox"/> Electric <input type="checkbox"/> Gas
Alarm System			
Refrigerator			Water Dispenser/Ice Maker:
Range/ Oven Combo			<input type="checkbox"/> Electric <input type="checkbox"/> Gas
Microwave			
Dishwasher			
Disposal			
Pantry			
Hardwood Floors			Condition:
Carpet			Condition:
Vinyl			Condition:
Other Flooring			Condition:
Tile or Granite Counters			
Separate Dining Room			
Separate Family Room			
Double Vanity			
Soaker Tub			
Walk-In Closet			
EXTERIOR	Y	N	ADDITIONAL INFORMATION
Garage			<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached Number of Car Size:
Carport			<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached
Fenced			<input type="checkbox"/> Fully <input type="checkbox"/> Partially <input type="checkbox"/> Wood <input type="checkbox"/> Chain-link <input type="checkbox"/> Other:
Patio/ Decking			
Storage/ Shed			
Pool/Hot Tub/ Spa			Location in HOA:
Auto Sprinklers			
Irrigation			
RV/Boat/Trailer Parking			

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_