



***New Property On-board Checklist
Property Management***

Owner Name(s): _____

Property Address: _____

Verify the following items received are complete:

1. Residential Leasing & Property Management Agreement (or current lease if there is one in place during property takeover)
2. Owner/Entity Intake Form
3. MLS Opt-In Agreement
4. Property Intake Form (and additional disclosures)
5. Lead-Based Paint Disclosure and/or Lead-Based Paint Hazards (for properties built prior to 1978)
6. Signed and completed W-9 (for whoever will be receiving the 1099)
7. A check made payable to Auben Realty in the amount of \$350.00 for your owner's
8. reserve
9. A copy of the HOA Rules & Regulations
10. House keys (two for new tenants, one for Auben Property Mgmt). If property is occupied, provide one key for office use. Keys provided: _____
11. Mailbox Keys (if applicable), two keys: one will go to the tenants, the other to be retained by Auben. If property is occupied, please provide one key for office use. # Keys provided: _____
12. Pool/Clubhouse access key (if applicable). # Keys provided: _____
13. Two working garage remotes. # Remotes provided: _____
14. Leave any operational manuals for appliances, security systems, thermostats, etc. in a kitchen drawer.
15. Warranty/Maintenance Agreements currently in place
16. Copies of recurring bills you would like paid (Ex: lawn service, HOA. We do not pay mortgages).
17. Insurance COI (Certificate of Insurance) showing Auben Realty as additional insured.
If your property is located within a jurisdiction that requires rental registration, you will need to apply for that directly.
18. Copy of Warranty Deed

If the unit is currently occupied by a tenant, please provide:

1. Tenant's Application
2. Tenant's Lease
3. Tenant's Security Deposit
4. Tenant's Account Statement
5. Tenant's Contact Info

Property Intake Form

Property Description

Owner(s): _____

Property Address: _____

County: _____ Subdivision: _____

Year Built: _____ Approx. Square Footage: _____

Directions to Property: _____

Please Check Each Item That Applies to Your Property:

Is there an HOA? Yes No If yes, please provide contact info for the management company:

Company Name: _____ Manager: _____

Phone: _____ E-mail: _____

Website: _____

Property Design & Type

- House Town home Condo (____ Floor) ____-Plex
 1 Story 1 ½ Story 2 Story 3 Story/Level Multi-Level

Parking

Garage (____ Car) Carport (____ Car) Driveway Community Parking Garage

Auto Garage Opener: Yes No If yes, what Make/Model: _____

Pets

Cats allowed Dogs Allowed (under 50 lbs) Dogs Allowed (over 50 lbs) No Pets

If dogs are okay, and specific breeds to be excluded? _____

Interior

of Bedrooms: _____ # of Full Baths: _____ # of ½ Baths: _____

Master Bedroom, on which floor? _____

Basement: Yes No If yes, Finished Unfinished

Fireplace: Yes No Quantity: _____ Location(s): _____

Type: Gas Gas Logs Wood Burning Propane

Is there an alarm system? Yes No If yes, is it currently monitored? Yes No

If yes, please provide access info: _____

Carbon Monoxide Detector Location(s): _____

Smoke Detector Location(s): _____

Appliances & Utilities

Range: Electric Gas
Oven: Electric Gas Convection Double
Check if present: Refrigerator Dishwasher Microwave
 Garbage Disposal Washing Machine Dryer (Electric) Dryer (Gas) Stackable W/D
 Washer/Dryer Connections Only Location: _____
Water Heater: Gas Electric Tank-less
 Size (Gallons): _____ Location(s): _____
A/C: Central Dual Zone Tri-Zone Window Unit
Air Filter Size(s) and Location(s): _____

Heat: Hot Water Baseboard Dual Zone Tri-Zone Forced Air Heat Pump
Fuel Heat: Electric Natural Gas Propane Oil
Sewer: City Septic Tank (Date Last Cleaned: _____)
Water: City Water Community Well Individual Well
Location of Water Shut Off to House: _____
Location of Electrical Breakers: _____

Utility Companies

Name	Phone	Paid By Tenant
Electric:	_____	<input type="checkbox"/>
Gas:	_____	<input type="checkbox"/>
Propane:	_____	<input type="checkbox"/>
Phone:	_____	<input type="checkbox"/>
Water:	_____	<input type="checkbox"/>
Sewer:	_____	<input type="checkbox"/>
Trash:	_____	<input type="checkbox"/>
Cable:	_____	<input type="checkbox"/>
Satellite:	_____	<input type="checkbox"/>
Internet:	_____	<input type="checkbox"/>

Exterior

Lawn Maintenance Responsibility: Tenant Landlord N/A
Is there an irrigation system? Yes No
Is there a swimming pool Yes No If yes: Above-ground Below-ground
Pool Maintenance Responsibility: Tenant Landlord N/A
Is backyard fenced in? Yes No

Mailbox Location: _____

Satellite Dish: Already Installed Approved, at Tenant's Expense

Does HOA have any guidelines regarding the installation location? If so, what? _____

Community Amenities

Clubhouse Included in Rent Tenant's Expense

Tennis Courts Included in Rent Tenant's Expense

Swimming Pool Included in Rent Tenant's Expense

Golf Course Included in Rent Tenant's Expense

Playground Included in Rent Tenant's Expense

Home Warranty

Is a home warranty in place? Yes No If yes, please provide:

Company Name & Phone: _____

Account Number: _____ Service Charge Amount: _____

You will need to add us on to this policy so we can call in warranty requests.

Preferred Contractors

Do you have any preferred contractors? If so, please provide their company name, phone number and the service they provide:

Name	Phone	Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____