



Windsor Pacific Property Management
 231 Market Place, Suite 412
 San Ramon CA94583
 Phone: 925.248.5030
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"Committed to superior property management service since 1987"

Property Owner's Information & Property Profile

Property Address: _____ City _____ Zip _____ County _____

Owner(s) _____ SS # _____

Address _____ City _____ State _____ Zip _____

Home# _____ Cell# _____ Work# _____ Fax# _____

Email _____

Insurance Company: _____ Agent's Phone # _____

Address: _____ City _____ Zip _____

Policy Number _____ Renewal Date _____

Will your insurance company name WPPM as "additional insured" in the property's liability policy? Yes No

Homeowners Association: _____ Phone # _____

CC&R's and Rules & Regulations for Property Yes No If Yes, please provide a copy to WPPM

Who resides in the Property? Owner / Tenant / Vacant / Name _____

Home# _____ Cell# _____ Work# _____ Move out date _____

Has there ever been a Death in the Property: Yes No If Yes, provide date _____

Date Property is available _____ **Rental Term desired:** month/month 6 months 12 months Other _____

Would you like: **Sign up:** Yes No / **Ad in Paper:** Yes No / **Web Listing:** Yes No

Type of Property: House Condo Townhouse Apartment(s) Duplex 3-Plex 4-Plex

Square Feet: _____ Year Built: _____ Roof Type: _____ Exterior Walls: _____ Stories: _____

Bedroom(s): _____ **Bath(s)** _____ **Rooms:** Dining Living Family Loft Office Den

Breakfast nook Laundry Basement Other _____

Rent Target: \$ _____ / **Security Deposit:** \$ _____ (pls review Applicant Requirements; deposits held in WPPM's Trust Account)

Will you accept Section 8 (subsidized housing) Yes No

Features: Yard Deck Patio Fireplace # _____ Spa Pool (must be fenced or have safety cover)

If Pool and/or Spa, do you want to include: Introduction Class / Maintenance: Monthly Quaterly None

Parking: Street _____ / Assigned space(s) # _____ / Carport # _____ / 1-car Garage / 2-Car Garage / 3-Car Garage

Additional Keys to be provided: Mail Laundry Comm Pool/Spa Storage Gym Other _____

Garage Door Opener Yes No # Transmitters _____ Garage Door: One piece Wood Sectional Roll-up

Included Utilities: Water Garbage Gas Electricity Cable Alarm Gardener None

Gardener Name & Telephone _____ Frequency: Weekly Bi-weekly Monthly

Tree Maintenance Yes No Tree Company Name & Telephone: _____

(Continuation of Property Owner's Information and Property Profile)

Appliances Included: Refrigerator Microwave Dishwasher Trash Compactor Garbage Disposal
 A/C Heat Wall / Central Washer/Dryer Stove Gas / Electric Other: _____

Laundry Facilities: On-Site In Property Hook Ups: Gas or Electric None Location: _____

Smoking allowed: Yes No **Pets allowed** Yes No If Yes, specify Breed & Weight _____

Age of Carpet: _____ **Date Interior was last painted:** _____ **Date Exterior last painted:** _____

Date Deck last sealed: _____ Seal Yearly: Yes No Date Gutters cleaned: _____ Clean Yearly Yes No

Date Chimney was last cleaned & Inspected: _____ Clean/Inspect Yearly Yes No

Date Furnace Filter last changed: _____ Yearly HVAC Maintenance: Yes No

Smoke Detectors up and working: Yes No How Many in Property: _____ Hardwired or Battery

Carbon Monoxide Detector: Yes No How Many in Property: _____ Plugged-in or Battery

Does property have an Alarm System Yes No Alarm Company: _____

Water Heater Strapped: Yes No **Do all windows and doors operate and lock properly** Yes No

Dead Bolts on doors leading outside (heat to no heat): Yes No

Does this property have DSL Satellite Dish Cable Other: _____

Are other special maintenance services required for your property? If Yes, please explain the type of services necessary, frequency of work, and by whom will services be performed, etc.: _____

What are your long term plans for this property? _____

How did you find WPPM? Friend Yellow Pages Internet Realtor Property Owner Tenant Other
Please provide the name and telephone number of the person who referred you to WPPM: _____

Please note any other concerns that you wish WPPM to be aware of or address: _____

Property Owner Date Property Owner Date