

Property Manager Listing Sheet

Listing ID _____

Installation _____

Please list all other installations this property is listed with:

CONTACT INFORMATION

ALL INFORMATION IN THIS SECTION MUST BE COMPLETE.

IS ANY CONTACT INFORMATION CHANGING? YES NO

Owner _____

Owner Day Phone _____

Owner Email _____

Property Management _____

Property Management Day Phone _____

Property Management Email _____

Housing Rep Last Name _____ Housing Rep First Name _____

Do the changes in this section need to be made to multiple listings? If so, please list below:

BASIC PROPERTY INFORMATION

IS BASIC PROPERTY INFORMATION CHANGING? YES NO

*** = MUST BE PROVIDED FOR NEW LISTINGS**

Street Address* _____

City* _____ State* _____ Zip Code* _____

Property Type*: Apartment House Townhouse Condo Mobile Home Duplex

Triplex Room Hotel/Motel Studio

Listing Type: Rent/Lease Sell TLA

Military Clause/SCRA: YES NO

GPS Latitude _____ GPS Longitude _____

Complex Name _____

Complex Day Phone _____

Neighborhood _____

Do the changes in this section need to be made to multiple listings? If so, please list below:

Please provide any comments or instructions about listing your basic property below:

LISTING INFORMATION

I WOULD LIKE TO: Create New Listing Update Existing Listing

PROVIDE UPDATED INFORMATION AS NEEDED. LEAVE BLANK FOR NO CHANGE OR CHECK REMOVE.

*** = MUST BE PROVIDED FOR NEW LISTINGS**

Available Date* _____

Total Units* _____

Year Built _____ REMOVE

Pet Deposit \$ _____ REMOVE

Lease Term*: Month to Month Negotiable One Year

Map URL _____ REMOVE

Web Site _____ REMOVE

Plan (Unit Name, Type, etc.)* _____

Total Units* _____

Units Vacant* _____

Bedrooms* _____

Bathrooms* _____ REMOVE

Square Feet _____ REMOVE

Furnished: YES NO Optional Partial _____ REMOVE

Rent* \$ _____

Additional Fee \$ _____ REMOVE

Deposit \$ _____ REMOVE

Description _____

_____ REMOVE

Other _____ REMOVE

AMENITIES

ADA Friendly: YES NO N/A _____ REMOVE

Amenities: _____ REMOVE

Air Conditioning Air Conditioning – Central Air Conditioning – Heat Pump

Air Conditioning – Window Alarm System Balcony/Patio Basement

Broadband Ready Cable Ready Carbon Monoxide Detector Cathedral Ceilings

Ceiling Fans Closets Club House Deck Den/Family/Game Room Elevator

Fenced Yard Fireplace Fitness Center Florida Room Garage Door Opener

Gated Access Laundry Room Near Public Transportation Playground Screen Porch

Security System Skylights Smoke Detectors Storage Storm Shelter Swamp Cooler

Tennis Courts Utility Shed Waterfront Whirlpool Spa Window Coverings

Other _____

LISTING INFORMATION (continued)

PROVIDE UPDATED INFORMATION AS NEEDED. LEAVE BLANK FOR NO CHANGE OR CHECK REMOVE.

Appliances Included: _____ REMOVE

- Dishwasher Dryer – Electric Dryer – Gas Garbage Disposal
 Microwave Oven – Electric Oven – Gas Refrigerator
 Stove Stove – Electric Stove - Gas Washer/Dryer Common Area
 Washer/Dryer – Hookups Washer Dryer – In Unit
 Other: _____

Average Utilities: _____ REMOVE

Military Benefits: _____ REMOVE

- Discounted Rent Waived/Reduced Application Fee Waived/Reduced Security Deposit
 Other: _____

Parking: _____ REMOVE

- Adjacent Parking Space Carport Driveway Garage Lot On Street
 Parking Garage Reserved Separate Garage Underground
 Other: _____

Pet Type Allowed: _____ REMOVE

- Cat Dog Fish/Birds Reptiles
 Other: _____

Pet Weight Allowed: <10 LBS 10-15 LBS 15-20 LBS 25-50 LBS 50+ LBS

Other: _____

School District: _____

_____ REMOVE

Smoking Allowed: YES NO _____ REMOVE

Stories: _____ REMOVE

Utilities Included: _____ REMOVE

- Cable Electric Garbage Gas Oil Sewer Water
 Other: _____

Do the changes in this form need to be made to multiple listings? If so, please list below:

Please provide any comments or instructions about listing your property below:

