

OWNER INFORMATION SHEET

Rental Property Address (include zip) _____

Owner Mailing Address (include zip) _____

You

Co-Owner

Name _____ Name _____

Home Phone _____ Phone # _____

Cell Phone _____ Cell Phone # _____

Work Phone # _____ Work Phone # _____

Home Email _____ Home Email _____

Work Email _____ Work Email _____

Please list your preferred method of contact (email, cell phone, etc.) _____

Emergency Information: Contact Name _____ Relation _____

Home Phone # _____ Cell Phone # _____ Email _____

Landlord Insurance Policy (copy must be returned with management contract paperwork)

Insurance Company _____ Agent's Name _____

Phone # _____ Fax # _____ Policy # _____

Effective Dates _____ through _____ Copy for file? Y / N

Home Maintenance Warranty Information

Y / N

Arizona Living Rentals to Renew? Y / N

Warranty Company _____ Phone # _____

Contract # _____ Expiration _____

Coverage Includes _____

Homeowner's Association (HOA) Without this information, Arizona Living Rentals cannot be responsible for payments.

*****Homeowner must update mailing address for HOA communications. Agent not authorized*****

Arizona Living Rentals to pay? Y / N Amount due \$ _____ Per _____ Next Due _____

HOA Name _____ Contact Person _____

C/O _____

Mailing Address (include zip) _____

Phone # _____ Fax # _____ Lot # _____

REPORTING AND PROCEEDS DELIVERY

_____ We elect the paperless reporting method and Direct deposit (ACH). We will be noticed with an email that our statement is ready to be viewed about the 10th business day of the month.

Email address for delivery of owner statements and Owner Portal Log-in:

Voided check must be attached for your deposit account. Circle one: Business or personal? Circle one: Savings or checking?

*****OR*****

_____ We prefer to receive our checks and statements by postal service. We are aware that this will delay our receipt by several days. These will be posted about the 10th business day of the month.

Signature _____ Date _____ Signature _____ Date _____

Utility Companies & Additional Information

We require landlords to maintain only water and electric services when the property is vacant. You must specifically request gas service when vacant if you want it.

Electric _____ Landlord Agreement (signed & enclosed)

Water _____ Landlord Agreement (signed & enclosed)

Gas _____ Landlord Agreement (signed & enclosed)

Trash _____ Covered by HOA dues? Y / N Pick-Up Days _____

Keys & Codes (House should be keyed to 1 single key for all doors)

House Keys (5 copies needed) _____ Alarm? Y / N

Mailbox Keys _____ Alarm Code & Password _____

Mailbox # & Location _____ Alarm Company & Phone # _____

Garage Remotes _____ External Keypad Code _____

Gate Remotes _____ Gate Code _____

Pool Keys/Card _____ Parking Space # _____

Additional Notes & Information (name of service company & phone #)

Landscape _____ Frequency _____

Pool Service Provider _____ "Chemicals Only" Provider _____

Frequency of either Pool Service _____

Pest Control _____ Frequency _____

Termite Warranty _____

Alarm _____

Some Utilities _____

Solar _____

Septic _____

Propane _____

Private Well _____

Other _____

Non-working items must be disclosed. Is there any component of the property that does not work as it was designed: Pool? Spa? Pool Heater? Landscape lighting? Irrigation? Other? _____

Signature

Date

Signature

Date