



**OWNERS PROPERTY MANAGEMENT INFORMATION FORM**

Property Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell # \_\_\_\_\_ Hm # \_\_\_\_\_ e-mail \_\_\_\_\_

Rent Amount: \$ \_\_\_\_\_ Terms: \_\_\_\_\_ 6 months \_\_\_\_\_ 12 months \_\_\_\_\_ 2 years

Items included in Property: \_\_\_\_\_ Stove \_\_\_\_\_ Refrigerator \_\_\_\_\_ Dishwasher \_\_\_\_\_ Microwave \_\_\_\_\_ Washer

\_\_\_\_\_ Dryer \_\_\_\_\_ Pool \_\_\_\_\_ Pool Service Included: Co. & # \_\_\_\_\_

\_\_\_\_\_ Alarm system/ \_\_\_\_\_ included: Co & # \_\_\_\_\_

\_\_\_\_\_ Landscaping \_\_\_\_\_ Front \_\_\_\_\_ Back \_\_\_\_\_ Included: Co & # \_\_\_\_\_

\_\_\_\_\_ Home Warranty Co & # \_\_\_\_\_

Misc: \_\_\_\_\_

Required Items from Owner: 3 Keys 2 Garage Door Openers 1 Mail Box Key 1 Gate or Pool Key

Utility Companies: Electric: \_\_\_\_\_ APS \_\_\_\_\_ SRP  
Gas: \_\_\_\_\_ SW Gas What uses Gas? \_\_\_\_\_ Stove \_\_\_\_\_ Hot Water Tank \_\_\_\_\_ Heat/Air  
Water: \_\_\_\_\_ AZ Water \_\_\_\_\_

Are utilities still on? \_\_\_\_\_ Are they going to be turned off? \_\_\_\_\_ Water to yard? \_\_\_\_\_

If there is an emergency and we can't contact you, do you have a maintenance person or company that you prefer us to contact for repairs?

Name \_\_\_\_\_ # \_\_\_\_\_