



Guardian Property Management
Owner/Property Information Sheet

Property Address _____
City _____ County _____
State _____ Zip _____
Subdivision _____

Date Property is available for move in _____
Will you be (a) Returning to property (date _____) (b) Keeping property as investment
(c) Selling at a later date

Starting Rental Price _____
Lowest Rental Price You Will Accept _____
Note: We will accept any rental price offers from qualified prospects that are within this range.

Primary Owner's Name _____ Tax ID _____
Email Address _____
Cell Phone _____ Home Phone _____
Place of Employment _____
Employment Address _____
Employment Phone _____ Fax _____

Secondary Owner's Name _____ Tax ID _____
Email Address _____
Cell Phone _____ Home Phone _____
Place of Employment _____
Employment Address _____
Employment Phone _____ Fax _____

Emergency Contact _____
Address _____
City _____ State _____ Zip _____
Phone Number _____ Relationship _____

Forwarding Address _____
City _____ State _____ Zip _____

What do you like most about your home? _____

Names of your favorite local restaurants _____

Favorite local places to shop _____

First Mortgage Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Account# _____

Monthly Payment _____

Second Mortgage Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Account# _____

Monthly Payment _____

Insurance Company _____

Address _____

City _____ State _____ Zip _____

Agent Name _____ Phone _____

Policy Number _____ Coverage Amount _____

Schools

Elementary _____

Secondary Elementary _____

Middle/Jr. High _____

High _____

Pets

(a) Pets Accepted (b) Negotiable (c) No Pets

(d) Maximum number of Pets _____ (e) Weight Limit _____

(f) Restrictions, if any _____

Average Monthly Utilities \$ _____

Electric

(a) PWC (b) Progress Energy (c) Lumbee River (d) South River Electric (e) Central Electric

(d) Other _____

Water Company

(a) PWC (b) Aqua (c) Harnett County (d) Linden Water (e) Spring Lake

(f) Wellons/Overhills (g) Other _____

Sewer

(a) PWC (b) Septic Tank (c) Other _____

Gas Company

(a) Piedmont Natural Gas (b) Propane (c) None

Trash Company

(a) City of Fayetteville/Waste Management (b) Dumpster Provided

(c) Private Company _____

(d) Choose Own Service _____

Service Contracts

Home Warranty (a) Yes (b) No If yes, Policy No. _____

Company Name _____ Phone _____

Termite/Pest Control _____

Heat/Air _____

List Appliances under warranty including warranty company name and contact information if other than home warranty _____

Fireplace/Chimney

Cleaned/Inspected within the last 2 years (Yes) (No)

Heating Units

Date Last Serviced _____ By _____

HVAC units should be serviced regularly. The coils should be cleaned at least every two years.

Cooling Units

Date Last Serviced _____ By _____

Septic System

Cleaned within the last 5 years (Yes) (No)

Security System

Brand _____ Monitoring Service _____

Contact Phone _____ (Disconnect Service Upon Vacating. Tenant will call company and put in their name with their own code.)

Your Current Alarm Code _____ Location of Keypads _____

Satellite System

Currently installed (Yes) (No)

If yes, Company _____ Phone _____

If no, Tenant has permission to have receiver(s) professionally installed (Yes) (No)

Sprinkler System

Installed by _____ Phone _____

Controls Location _____ # Sprinkler Heads _____

Timer Set (Yes) (No)

Maintenance Company if different from installer _____

_____ Phone _____

Pool (Keep covered while vacant)

In-ground (Yes) (No) Above Ground (Yes) (No)

Special instructions _____

Maintenance Company _____ Phone _____

Condo Information (if applicable)

Give locations and methods of access to the following:

Mailbox Location and number _____

Parking _____ Pool _____

Clubhouse _____ Exercise Room _____

Trash _____

Other Facilities/Access _____

NOTE: Please leave all garage door openers, copies of manuals, extra keys and receipts in the kitchen drawer.

Additional Information _____
