

**NEW PROPERTY INFORMATION FORM**

Owner Name(s):	
Property Address:	
City, State, Zip:	
Appointment Date & Time:	
Subdivision:	
Size (BR, BA, LV, DN, Garage):	
Square Footage:	
Contact Phone Number(s):	
Email Address:	
Availability Date:	
In Case of Emergency Contact & Phone:	
FORWARDING ADDRESS:	
<b>ROOM DIMENSIONS/FLOORING</b>	
Kitchen dimensions/flooring	
Dining #1 dimensions/flooring	
Dining #2 dimensions/flooring	
Living #1 dimensions/flooring	
Living #2 dimensions/flooring	
Bonus Room dimensions/flooring	
Bedroom #1 Master dimensions/flooring	
Bedroom #2 dimensions/flooring	
Bedroom #3 dimensions/flooring	
Bedroom #4 dimensions/flooring	
Bedroom #5 or bonus room dimensions/flooring	
Laundry room dimensions/flooring/other	
Garage size	
Other storage/Size	
<b>KITCHEN DESCRIPTION</b>	
Refrigerator	
Range	
Stove top	
Microwave	
Dishwasher	
Garbage Disposal	
Windows/Treatments	
Other	
Other	
Cabinetry	
Counter Tops	
<b>LIVINGROOM #1 DESCRIPTION</b>	



Fireplace	
Door	
Upgrades	
Windows/Treatments	
Other	
<b>LIVINGROOM #2 DESCRIPTION</b>	
Fireplace	
Door	
Upgrades	
Windows/Treatments	
Other	
<b>DININGROOM #1 DESCRIPTION</b>	
Windows/Treatments	
Upgrades	
Other	
<b>DININGROOM #2 DESCRIPTION</b>	
Windows/Treatments	
Upgrades	
Other	
<b>MASTER BATHROOM DESCRIPTION</b>	
Bathtub	
Shower	
Vanity	
Toilet	
Fans/Vents	
Heated Flooring	
Upgrades	
Windows/treatments	
<b>BEDROOM #2 DESCRIPTION</b>	
Closet	
Windows/Treatments	
Upgrades	
Other	
<b>BEDROOM #3 DESCRIPTION</b>	
Closet	
Windows/Treatments	
Upgrades	
Other	
<b>BEDROOM #4 DESCRIPTION</b>	
Closet	
Windows/Treatments	
Upgrades	



Other	
<b>BEDROOM #5 OR BONUS ROOM DESCR.</b>	
Closet	
Windows/Treatments	
Upgrades	
Other	
<b>BATHROOM #2 DESCRIPTION</b>	
Bathtub	
Shower	
Vanity	
Toilet	
Fans/Vents	
Heated Flooring	
Upgrades	
Windows/treatments	
<b>BATHROOM #3 DESCRIPTION</b>	
Bathtub	
Shower	
Vanity	
Toilet	
Fans/Vents	
Heated Flooring	
Upgrades	
Windows/treatments	
<b>OTHER</b>	
<b>SECURITY SYSTEM</b>	
<b>CABLE TELEVISION</b>	
<b>SATELLITE DISH</b>	
<b>SPRINKLER SYSTEM</b>	
<b>HVAC THERMOSTAT</b>	
<b>HVAC FILTER SIZE &amp; DESCRIPTION</b>	
<b>GARAGE DOOR OPENER/REMOTE</b>	
<b>OTHER BUILDINGS</b>	
<b>OTHER</b>	
<b>OTHER</b>	
<b>SPECIAL ADDENDUM ITEMS</b>	



