

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:	
ROOM DIMENSIONS/FLOORING	
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	
KITCHEN DESCRIPTION	
Refrigerator	
Range	
Stove top	
Microwave	
Dishwasher	
Garbage Disposal	
Windows/Treatments	
Other	
Other	
Cabinetry	
Counter Tops	
LIVINGROOM #1 DESCRIPTION	



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



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



