

River City Property Management

P.O. Box 780097, San Antonio, Texas 78278 (210) 722-4787

Property Information Sheet

Address:

City: State: Zip Code:

Owner is to complete the form to the best of the owner's knowledge.

INSURANCE

Your insurance company must be advised the property will be used as a rental unit. Confirm you have adequate coverage. The property management agreement requires owners to carry liability coverage to protect all parties. Owners must name River City Property Management as an "additional insured".

Provide River City Property Management with a copy of your insurance coverage no later than 30 days after signing the property management agreement.

Insurance Company

Policy Number

Agent's Name

Agent's Phone #

DATE OF AVAILABILITY

We must have an accurate date of availability. This is need for the MLS and all other forms of advertising. Tenants expect the property to be in move-in condition on the date you provide.

What date may we begin showing the property Date:

When is the property available for tenant move-in? Date:

PLEASE REMEMBER ALL UTILITIES MUST REMAIN IN THE OWNER'S NAME UNTIL LEASED.

If the utilities are off, River City Property Management have them turned on at the owners expense.

NEW HOME WARRANTIES

Do you have a Builder's Warranty: Yes / No

Builder's Name:

Builder's Phone Number:: Warranty Number::

Please review River City Property Management's policy on home warranties.

SECURITY SYSTEM

Owners are still responsible for any contract they have with a security alarm company. You must remember to make your regular payments or have the service cancelled.

River City Property Management will NOT make security system payments.

Do you have a security system? Yes No Owned Leased

Alarm Company Name

Alarm Company Number Security Code:

SECURITY GATE

Gate Code: Number of Cards Number of Transmitters

GARAGE DOOR OPENER

Number of Remotes Garage Code Number of Garage Door Keys

ADDITIONAL INFORMATION

Is there any additional information about your property you would like to tell us? Special features? Unique attributes?

SMOKE DETECTORS

Please see our web page concerning vital information about the legal requirements for SMOKE DETECTORS

CARPET CLEANING

We require tenants to have the carpets professionally cleaned at the time of move-out. Therefore, the carpets must be professionally cleaned before the tenants move-in date.

CLEANING

Experience tells us most owners are too tired or stressed after they have moved out to thoroughly clean the property. We always recommend having the property professionally cleaned.

Do you want River City Property Management to schedule either/or/neither Carpet Cleaning and General Property Cleaning after you have vacated the property?

Date you will be completely moved out of the property

Do you want us to have the property professionally cleaned? Yes No

Do you want us to have the carpets professionally cleaned? Yes No

GENERAL CHECK LIST

Is the house number visible from the street? Yes No

Do all bedrooms have working Smoke Detectors? Yes No

Was the property built before 1978? Yes No

Does the property have a pool, spa, or hot tub? Yes No

Can all exterior doors be unlocked without a key? Yes No

Are all light bulbs in place and working properly, including those in appliances? Yes No

Are all blinds being left in the house clean, free from damage, and in good working order? Yes No

Are all windows, storm windows, and screens in place, clean, and free from damage? Yes No

Do all windows open and close properly? Yes No

Do all windows lock and remain in position when open? Yes No

Does the refrigerator stay? Yes No

Do the washer and dryer stay? Yes No

Is there a water softener? Yes No

Does the water softener work properly? Yes No

Is there a wood burning fireplace? Yes No

Is there a gas log fireplace? Yes No

Has the fireplace and chimney been professionally cleaned in the past 12 months? Yes No

Was the yard mowed and trimmed immediately before you moved out? Yes No

Have all shrubs been trimmed to a height below window level? Yes No

Are the rain gutters properly attached to the property, clean and free of debris? Yes No

Are there keyless dead bolt locks on all exterior doors including the door leading into the garage? Yes No

The following items need to be completed before tenants move-in.

- * All carpets must be professionally cleaned
- * All yard maintenance must be performed
- * Smoke detectors must be checked and installed to code
- * All exterior locks must be re-keyed by a licensed locksmith
- * All exterior doors must have a keyless dead bolt lock
- * The property must be thoroughly cleaned
- * The property must remain in "move-in" condition

If we determine the property requires cleaning or repairs before tenants can move in, we will order the necessary work done. All expense will be billed to the property owner and be reflected in the first monthly statement.

Please feel free to contact us at (210) 722-4787 if you have any questions or wish to discuss anything on this form.

Owner

Date

Owner

Date