

	YES	NO	COMMENT
Property Address			
Tenant Name			
When did they move in?			
OWNER DETAILS:			
Name(s) on deed			
Best Phone			
Email			
LEASE AND TENANT DETAILS:			
Is there another property management company involved? If so, who?			
Did you lease it yourself?			
Did you pull credit, verify employment, check rental history or do a background check?			
Is there a lease? Is it current?			
Did all parties sign the lease?			
Is the tenant a friend or relative?			
Are you ready to cut ties and let us manage the home?			
How much is the monthly rent?			
How much do they owe?			
Have they bounced checks?			
How much is the security deposit?			
Are you holding the security deposit?			
Are they cooperative and friendly?			
Is there a MoveIn-MoveOut document?			
PROPERTY DETAILS:			
Is the property in good condition?			
Is there a pool or hot tub?			
Are there outstanding repair issues?			
Is there mold or moisture problems?			
Is there a basement?			
Is there a moisture problem in the basement?			
Are there any structural issues?			
ANYTHING ELSE WE SHOULD KNOW?			