

## RENTAL PROPERTY INFORMATION

Please refer to your closing documents or log onto the County Tax Roll Website

Rental Property Address _____ _____	Insurance Agency _____
City _____	Agent Name _____
State _____	Policy # _____
Zip Code _____	Phone _____
Date Available _____	
Target Rent _____	

### Property Deed of Trust

Owners of rental property must submit a copy of the Deed of Trust for legal verification of ownership. Due to a high volume of legal cases concerning real estate transactions, all managed properties must have a Deed of Trust showing the owner or corporation as the legal owner of the property.

\_\_\_\_\_ Yes, I have a copy of the Deed of Trust and have attached it.

\_\_\_\_\_ No, I do not have a copy and authorize RPM to purchase a copy of the deed of trust from the County Tax Assessor for a fee of \$50.00. A copy will be sent to the owner for their records.

Is the homeowner late on mortgage payments and/or default?                      Yes      No

Are there any liens on the property?      Yes      No      Explain: \_\_\_\_\_

Home Warranty Information

Yes, my property has a Home Warranty Policy which covers the cost of repairs and/or appliances.

Home Warranty Policy \_\_\_\_\_

Home Warranty Company \_\_\_\_\_

Phone \_\_\_\_\_

Policy # \_\_\_\_\_

*\*The owner may be responsible for contacting the Home Warranty Company to submit the work order. RPM will make the repair if we deem necessary to comply with Texas Property Code in regards to Health and Safety of the Tenant.*

\_\_\_\_\_ No, my property does not have a Home Warranty Policy

Home Owners Association (HOA)

Yes, this home is part of a Home Owners Association.\*

HOA Name \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

Phone \_\_\_\_\_

Email Address \_\_\_\_\_

\_\_\_\_\_ No, my property is not part of a Home Owners Association.

*\*If yes, please provide a digital copy of the HOA Rules and Regulations so we can provide to the new tenant. This can be a link or a PDF and must be sent to us. If the HOA does not have a website, we will require a copy of this mailed to us. This is required by law.*

Housing Program

The payment is guaranteed and it takes approximately 6-8 weeks to process your information with Housing so your first rent payment will not be received by RPM approximately until 8 weeks after the tenant moves in and then at the first of the month thereafter.

\_\_\_\_\_ Yes, I will accept Housing applicants for my rental property.

\_\_\_\_\_ No, I do not accept Housing on my rental property.

### Pools & Hot Tub/Spa

All tenants are required to sign a pool/spa addendum. RPM highly recommends that owners include the pool service and increase the rent by the amount needed to maintain the pool. This ensures the pool is being serviced monthly by your existing pool company.

\_\_\_\_\_ N/A, my property does not have a pool or hot tub/spa.

\_\_\_\_\_ Yes, I own a pool/hot tub and will continue using my pool service to maintain the integrity of the pool. I accept responsibility for the monthly maintenance and will be responsible for ensuring the mechanical systems are in working order.

\_\_\_\_\_ No, the tenant will be responsible for the monthly maintenance of the pool and must submit monthly invoices showing the pool is being maintained by a professional pool company.

### Special Provisions for the Lease

Please explain below any special instructions, provisions, or requirements pertaining to your property:

### Unit Information Sheet

Comments

Type of Home				
Number of Stories				
Square Footage				
Year Built				
Flooring Type				
# of Bedrooms				
# of Bathrooms				
# of Living Areas				
Fireplace	Yes	No	Wood Burning	Gas
TV/Cable	Yes	No	Cable Ready	Satellite
# of Dining Areas				
Stove/Range	Yes	No	Electric	Gas
Separate Oven	Yes	No		
Disposal	Yes	No		
Dishwasher	Yes	No		
Microwave	Yes	No		
Refrigerator	Yes	No	If provided, Owner will/ will not repair	
Pantry in Kitchen	Yes	No		
Reverse Osmosis System	Yes	No		
Water Softener System	Yes	No		
Stainless Steel Appliances	Yes	No		
Granite Counters	Yes	No		
Washer/Dryer Hookups	Yes	No		

Washer/Dryer Provided	Yes	No	If provided, Owner will/ will not repair		
Fenced Backyard	Yes	No	Wood Fence	Chain Link Fence	
Sprinkler System	Yes	No			
Pool	Yes	No	Private	Community	
Hot Tub/Spa	Yes	No			
Storage Unit	Yes	No			
Garage	Yes	No	Parking Spaces	# of Remotes	Garage Code
Covered Parking	Yes	No	# of Spaces	Parking Space #	
Location of Water Main					
Location of Fuse Box					
Security Alarm	Yes	No	Code	Alarm Company Phone #	
Security Gate	Yes	No	Gate Code		
Air Conditioning	Yes	No	Electric	Window Unit	
Heating System	Yes	No	Electric	Gas	
Community Mailbox	Yes	No	Mailbox #		
School District			Elementary _____		
			Middle _____		
			High _____		
Pets Allowed	Yes	No	Breed or Weight Restriction		
Violent Death on Property	Yes	No	Explain		
Tenant Responsible for These Utilities	Electricity	Gas	Internet	Lawn	
	Water/Trash	Cable	Phone	Pool	

Are utilities currently on at property? Yes No (If no, they must be turned on)

*\*If property is vacant or soon to be vacant, we require that electric, gas, and water are ON. RPM will not market a property without these utilities on.*

**LEASED PROPERTY TENANT INFORMATION**

Do Not Complete This Page Unless Your Property Is Currently Occupied By a Tenant

	Tenant 1	Tenant 2	Tenant 3
First Name	_____	_____	_____
Last Name	_____	_____	_____
Home Phone	_____	_____	_____
Cell Phone	_____	_____	_____
Work Phone	_____	_____	_____
Email	_____	_____	_____
DOB	_____	_____	_____
SS #	_____	_____	_____

Lease Begin Date \_\_\_\_\_

Lease End Date \_\_\_\_\_

Rental Amount \_\_\_\_\_

Rental Due Date Each Month \_\_\_\_\_

Pets \_\_\_\_\_

Breed \_\_\_\_\_

Pet Deposit Paid by Tenant \$ \_\_\_\_\_

Security Deposit Paid by Tenant \$ \_\_\_\_\_

**Only Applies If You Have An Existing Tenant(s):**

I acknowledge that I am holding the current tenant's deposit and am solely responsible for these funds. I also acknowledge that I am responsible for the disbursement of these funds to the tenant after move out, less any damages caused to the property.

I am sending the deposit funds to RPM to hold in escrow until such a time the tenant vacates the home.

Owner Signature \_\_\_\_\_

Owner Signature \_\_\_\_\_

Was the home brought up to Texas Code Compliance upon placing the tenant?    Yes    No    Unsure

Texas Property Code requires all rental property to have proper locking devices on all windows and doors, and a specific number of smoke detectors based on the home's specifications. Code Work on windows and doors usually costs between \$100-\$600 depending upon the home's existing locking devices.

Are there any special instructions, provisions, or requirements with the tenant per the lease and or verbal agreements between the owner and the tenant? If so, please explain:

Owner Signature \_\_\_\_\_

Owner Signature \_\_\_\_\_

**MOLD DISCLOSURE/LEAD-BASED PAINT ADDENDUM**

*Please complete the following questionnaire. Because of the potential health concerns, these questions require you disclose any known concerns regarding mold and lead-based paint.*

**MOLD**

1. Are you aware of any water damage or leaks at the property? Yes No
2. Are you aware of any mold growth on the property? Yes No
3. If you answered yes to either of the questions above, please explain:



**LEAD-BASED PAINT AND/OR LEAD-BASED PAINT HAZARDS**

**Lead Warning Statement**

*Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Before renting pre-1978 housing, Owner must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling so Tenant can be properly notified.*

**Owner’s Disclosure - Check One**

- 1. Presence of lead-based paint and/or lead based paint hazards (choose (a) or (b) below):
  - (a) ***Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).***
  - (b) ***Owner has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.***
- 2. Records and reports available to the Lessor (choose (a) or (b) below):
  - (a) ***Owner has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).***
  - (b) ***Owner has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.***

Explanation/Documents

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_