



Property Management Application

Owner Information			
First Name:	Middle Name:	Surname:	
Phone 1:	Phone 2:	Email:	
Contact Address:			
City:		State:	
Property Information			
Address:			
City:		State:	
Number of Units:	Number of Current Tenants:	Year Built:	
Currently managed by Professional Management Company: YES NO		Rent Insured: YES NO	
Primary Use:			
Lease Information			
UNIT 1			
Number of Bedrooms:	Number of Bathrooms:	Number of all other rooms:	
Unit Status:	Number of Occupants:	Lease Status:	
Lease Term:	Lease Start Date:	Lease End Date:	
Security Deposit on hold:		Move-in report available: YES NO	
Rent Amount:	Rent payment term:	Outstanding rent:	
Service Charge amount:	Service charge payment term:	Outstanding service charge:	
Tenant payment history: On-time	Scheduled site inspection: YES NO	Inspection frequency:	
UNIT 2			
Number of Bedrooms:	Number of Bathrooms:	Number of all other rooms:	
Unit Status:	Number of Occupants:	Lease Status:	
Lease Term:	Lease Start Date:	Lease End Date:	
Security Deposit on hold:		Move-in report available: YES NO	
Rent Amount:	Rent payment term:	Outstanding rent:	
Service Charge amount:	Service charge payment term:	Outstanding service charge:	
Tenant payment history: On-time	Scheduled site inspection: YES NO	Inspection frequency:	
Primary Tenant Information			
UNIT 1 - Tenant			
First Name:	Middle Name:	Surname:	
Current Employer:		Employer Phone:	
Employer Address:			Length of Service:
Position:	Annual income:	Tenant E-mail:	
Tenant ID#:		Tenant Phone:	
UNIT 2 - Tenant			
First Name:	Middle Name:	Surname:	
Current Employer:		Employer Phone:	
Employer Address:			Length of Service:
Position:	Annual income:	Tenant E-mail:	
Tenant ID#:		Tenant Phone:	
Signature			
Signature of Owner:			Date:
Signature of JP&C:			Date: