

PROPERTY INFORMATION AND CONDITION REQUIREMENTS

OWNER'S NAME

PROPERTY ADDRESS	CITY	STATE	ZIP
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Complete this form as accurately as possible. Skip the items that do not apply to your property.

Insurance

Inform your insurance company that the property will be a rental unit. Confirm that you have adequate insurance coverage. The management agreement requires owners to carry liability coverage to protect all parties. BMG Rentals Property Management must be named as Additional Insured in order to reduce frivolous lawsuits and allow our insurance companies to work together instead of being sued separately.

Provide us with copies of your insurance coverage no later than 30 days after signing the management agreement.

INSURANCE COMPANY

POLICY #

AGENT

AGENT'S PHONE #

Security Gate

GATE CODE	NUMBER OF CARDS	TRANSMITTERS
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HOA Information

IS THERE AN HOA?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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NAME OF HOA

PHONE #	EMAIL
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ADDRESS	CITY	STATE	ZIP
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What items are covered by the HOA?

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Garage Door Opener

NUMBER OF GARAGE DOOR REMOTE OPENERS	PLEASE LEAVE GARAGE DOOR OPENERS IN A KITCHEN DRAWER WHEN YOU MOVE OUT
GARAGE CODE	MAKE AND MODEL

One Year Home Warranties or New Home Warranties

DO YOU HAVE A ONE YEAR HOME WARRANTY ON YOUR PROPERTY?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
WARRANTY COMPANY		POLICY START DATE	
CONTRACT #		POLICY END DATE	
PHONE #			

BMG **WILL NOT** USE ANY EXISTING HOME WARRANTY COMPANY FOR "FIRST RESPONDER" SERVICE CALLS TO THE PROPERTY, UNDER ANY CIRCUMSTANCE. COVERED ITEMS THAT NEED REPLACING WILL BE RUN THROUGH THE HOME WARRANTY COMPANY ONLY AFTER AN INITIAL DETERMINATION IS MADE THAT REPLACEMENT MAY BE NEEDED.

Property Information

MULTI-UNIT BUILDING	<input type="checkbox"/> YES	<input type="checkbox"/> NO	NUMBER OF UNITS
TYPE OF BUILDING			
<input type="checkbox"/> HOME <input type="checkbox"/> CONDO <input type="checkbox"/> DUPLEX <input type="checkbox"/> 4-PLEX <input type="checkbox"/> APARTMENTS <input type="checkbox"/> TWIN HOME <input type="checkbox"/> TOWNHOUSE			
PROPERTY SIZE	SQUARE FEET PER UNIT	# OF FLOORS	
DATE OF BUILD	YEAR		
BEDROOMS	NUMBER PER UNIT		
BATHROOMS	NUMBER PER UNIT		
TYPE OF HEAT			
<input type="checkbox"/> GAS FURNACE <input type="checkbox"/> ELECTRIC FURNACE <input type="checkbox"/> CADETS <input type="checkbox"/> RADIANT ELECTRIC <input type="checkbox"/> BROILER <input type="checkbox"/> OTHER _____			
FURNACE FILTER	<input type="checkbox"/> YES	<input type="checkbox"/> NO	SIZE
AIR CONDITIONING			
<input type="checkbox"/> CENTRAL AIR <input type="checkbox"/> SWAMP COOLER <input type="checkbox"/> NONE <input type="checkbox"/> OTHER _____			
LAWN CARE WHEN OCCUPIED			
<input type="checkbox"/> TENANT <input type="checkbox"/> OWNER <input type="checkbox"/> PROPERTY MANAGER <input type="checkbox"/> HOA			
LAWN CARE WHEN VACANT			
<input type="checkbox"/> OWNER <input type="checkbox"/> PROPERTY MANAGER			
SPRINKLER WEATHERIZATION			
<input type="checkbox"/> OWNER <input type="checkbox"/> PROPERTY MANAGER <input type="checkbox"/> NO SPRINKLERS <input type="checkbox"/> HOA			
SNOW REMOVAL WHEN OCCUPIED			
<input type="checkbox"/> TENANT <input type="checkbox"/> OWNER <input type="checkbox"/> PROPERTY MANAGER <input type="checkbox"/> HOA			

* If owner chooses not to have Manager coordinate snow removal, Manager cannot be held responsible for negligence or other related claims regarding this service.

SNOW REMOVAL WHEN VACANT	<input type="checkbox"/> OWNER <input type="checkbox"/> PROPERTY MANAGER <input type="checkbox"/> HOA	* If owner chooses not to have Manager coordinate snow removal, Manager cannot be held responsible for negligence or other related claims regarding this service.
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PETS ALLOWED	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, LIMIT OF 2 WITH ADDITIONAL DEPOSIT DETERMINED BY BMG SEE OWNER PACKET FOR FULL EXPLANATION ON PETS
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Utilities

Single family homes: All utilities that are currently in the owner's name must remain in the owner's name until leased.

Multi-unit properties: the owner needs to set these up in the owner's name care of BMG. We will handle the billing and you will see this on your monthly statement.

ELECTRIC	COMPANY	TENANT RESPONSIBILITY	<input type="checkbox"/> YES <input type="checkbox"/> NO
GAS	COMPANY	TENANT RESPONSIBILITY	<input type="checkbox"/> YES <input type="checkbox"/> NO
WATER	COMPANY	TENANT RESPONSIBILITY	<input type="checkbox"/> YES <input type="checkbox"/> NO
SEWER	COMPANY	TENANT RESPONSIBILITY	<input type="checkbox"/> YES <input type="checkbox"/> NO
GARBAGE	COMPANY	TENANT RESPONSIBILITY	<input type="checkbox"/> YES <input type="checkbox"/> NO
CABLE	COMPANY	TENANT RESPONSIBILITY	<input type="checkbox"/> YES <input type="checkbox"/> NO

Amenities

PARKING <input type="checkbox"/> OFF STREET <input type="checkbox"/> GARAGE <input type="checkbox"/> CAR PORT <input type="checkbox"/> OTHER _____	SIZE - # OF PARKING SPOTS		
SHED	<input type="checkbox"/> YES <input type="checkbox"/> NO	AVAILABLE TO TENANT	<input type="checkbox"/> YES <input type="checkbox"/> NO
CENTRAL VACUUM			<input type="checkbox"/> YES <input type="checkbox"/> NO
JETTED TUB			<input type="checkbox"/> YES <input type="checkbox"/> NO
WALK-IN CLOSET			<input type="checkbox"/> YES <input type="checkbox"/> NO
FENCED YARD			<input type="checkbox"/> YES <input type="checkbox"/> NO
FIREPLACE	<input type="checkbox"/> GAS <input type="checkbox"/> WOOD <input type="checkbox"/> PELLET		<input type="checkbox"/> YES <input type="checkbox"/> NO
DISHWASHER			<input type="checkbox"/> YES <input type="checkbox"/> NO
OUTSIDE SPACE	<input type="checkbox"/> PATIO <input type="checkbox"/> DECK <input type="checkbox"/> COVERED		<input type="checkbox"/> YES <input type="checkbox"/> NO
FRIDGE	PROVIDING A FRIDGE IS REQUIRED		
WASHER/DRYER	<input type="checkbox"/> INCLUDED <input type="checkbox"/> HOOK-UPS <input type="checkbox"/> SHARED <input type="checkbox"/> NONE	*IF YOU PROVIDE THE APPLIANCE, IT HAS TO BE MAINTAINED AT OWNER'S EXPENSE	
DISPOSAL			<input type="checkbox"/> YES <input type="checkbox"/> NO

Availability

Please be sure that the date is accurate!

When we market your property, we have to list the date available for move in. This date is placed on internet advertising, and tenants expect the property to be available, ready, and in move-in condition on this date!

WHEN IS THE PROPERTY AVAILABLE FOR TENANTS TO MOVE IN? (If the property is currently occupied please allow at least 4 days after move-out for cleaning and for carpets to dry from carpet cleaning)	DATE
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WHAT DATE MAY WE BEGIN SHOWING THE PROPERTY TO PROSPECTIVE TENANTS?	DATE
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IS THE PROPERTY CURRENTLY OCCUPIED? If the current tenants needs to be evicted by BMG, there is a charge of \$795 for this service. BMG also requires a \$1,000 portfolio minimum reserve for the turnover costs after eviction. These amounts must be paid in advance and do not include the legal expenses for court fees and attorneys.	<input type="checkbox"/> YES* <input type="checkbox"/> NO
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HOW MANY UNITS ARE CURRENTLY RENTED?	<input type="checkbox"/> NONE <input type="checkbox"/> ALL <input type="checkbox"/> OTHER _____
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IS THIS PROPERTY CURRENTLY BEING MARKETED FOR SALE?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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DO YOU PLAN ON SELLING THIS PROPERTY IN THE NEXT 3 YEARS?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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IS THE PROPERTY CURRENT ON ALL FINANCIAL OBLIGATIONS (I.E. MORTGAGE PAYMENTS, HOA BILLS, TAXES, WATER BILLS)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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Security Deposit

Any security deposit attached to a lease on the property must be turned over to BMG to hold and refund when the tenant moves out. Initial: _____ *Multi-unit owners should discuss with manager as this issue is regulated differently in some areas.

Owner's Check List

Good clean properties attract good clean tenants. We start with the property at a high standard, and then we are able to hold the tenants to that standard. BMG can coordinate these items for you if needed. Talk to your property manager.

DOES THE PROPERTY HAVE WORKING SMOKE ALARMS?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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CAN ALL EXTERIOR DOORS BE UNLOCKED FROM THE INSIDE WITHOUT A KEY?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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ARE ALL THE LIGHT BULBS IN PLACE AND WORKING PROPERLY, INCLUDING THOSE IN APPLIANCES?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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ARE ALL BLINDS WHICH ARE BEING LEFT BEHIND IN WORKING ORDER, FREE FROM DAMAGE AND CLEAN?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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ARE CORDS ON MINI-BLINDS SEPARATE AND NOT TIED TOGETHER TO AVOID BEING A CHOKING HAZARD?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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ARE ALL WINDOWS, STORM WINDOWS, AND SCREENS IN PLACE, CLEAN, AND FREE FROM DAMAGE?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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DO ALL WINDOWS OPEN AND CLOSE PROPERLY, LOCK AND REMAIN IN POSITION WHEN OPEN?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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HAVE ALL PERSONAL ITEMS BEEN REMOVED FROM THE PROPERTY, INCLUDING CLOSETS, CABINETS, SHED, GARAGE, YARD, AND ATTIC? *BMG IS NOT RESPONSIBLE FOR PERSONAL ITEMS LEFT BEHIND.	OWNERS INITIALS:
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WAS THE YARD MOWED AND TRIMMED IMMEDIATELY BEFORE YOU MOVED OUT? *BMG MAY COORDINATE YARD CARE IF NEEDED BEFORE TENANTS ARE SCHEDULED TO MOVE IN.	<input type="checkbox"/> YES <input type="checkbox"/> NO
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ARE GUTTERS PROPERLY ATTACHED, WORKING, CLEAN AND FREE OF DEBRIS?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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DOES THE PROPERTY HAVE A WATER SOFTENER?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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DOES THE PROPERTY HAVE A WOOD BURNING FIREPLACE?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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DATE THAT THE FIREPLACE AND CHIMNEY FLUE WAS LAST PROFESSIONALLY CLEANED.	DATE
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Fertilizer

The best way to keep your property's curb appeal is to fertilize the lawn twice a year. We set this up and bill you through your owner's statement in spring and fall.

HVAC Filter

Please be sure to have a clean air filter in the furnace at move out. We also check and replace filters during inspections.

Smoke Alarms

At least one smoke alarm is to be placed in each bedroom or in the room used for sleeping in the case of an efficiency unit. In addition, if multiple bedrooms are served by the same hallway, there must be a smoke alarm in the hallway in the immediate vicinity of the bedrooms; and if the unit has multiple levels, there must be a smoke alarm on each level.

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 take possession of the property. Please provide BMG with a receipt for cleaning so we can hold tenants to the same standard. Rented carpet cleaning machines do not count as professional carpet cleaning.

Cleaning

Our experience has been that after the work and stress of moving out, many owners are too tired to clean the property thoroughly. We recommend considering a professional cleaning company. You are certainly free to choose any company, or we will be happy to recommend a company that we use. BMG will coordinate professional cleaning at the owner's expense if the property is not move-in ready. Once the property is brought up to this standard we are able to hold the tenants responsible for future cleaning.

Maintenance

ARE THERE ANY MAINTENANCE ISSUES THAT NEED TO BE ADDRESSED IMMEDIATELY?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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IF YES PLEASE LIST

We have learned that our owners are more successful, and their properties are better protected when these conditions are met. If cleaning and repairs are needed, the property manager will order the cleaning and repairs at owner's expense.

If you have any questions feel free to contact us.

OWNER	DATE
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If your property has a unique situation or issue that was not covered on this form, please discuss it with your property manager.