

# Property Information Sheet



PMI RENO

Owner Name: \_\_\_\_\_  
Portfolio Name (if different): \_\_\_\_\_

## Property Information (fill out one info sheet PER property)

Building Address: \_\_\_\_\_  
Target Rent: \_\_\_\_\_ Target Security Deposit: \_\_\_\_\_

### Current Tenant Information (if applicable)

Tenant Name (s): \_\_\_\_\_  
Phone # (s) / Email(s): \_\_\_\_\_  
Terms of current lease: \_\_\_\_\_

**Property Type:**     House     Townhouse     Duplex     Apartment (s)     Condo

Finished Sq. Footage: \_\_\_\_\_ Total Sq. Footage: \_\_\_\_\_ Year Built: \_\_\_\_\_

Total Bedrooms: \_\_\_\_\_ Upstairs \_\_\_\_\_ Main Floor \_\_\_\_\_ Basement \_\_\_\_\_

Total Bathrooms: \_\_\_\_\_ Upstairs \_\_\_\_\_ Main Floor \_\_\_\_\_ Basement \_\_\_\_\_

Total Living Areas: \_\_\_\_\_ Upstairs \_\_\_\_\_ Main Floor \_\_\_\_\_ Basement \_\_\_\_\_

Basement:     None     Finished     Partially Finished    Total Number of Floors: \_\_\_\_\_

### Important Codes and Numbers:

Garage Door Code: \_\_\_\_\_ Gate Code: \_\_\_\_\_  
Mail Box Number: \_\_\_\_\_ Parking/Garage Space: \_\_\_\_\_  
Other: \_\_\_\_\_

**Is your home part of an HOA?**     Yes     No    Phone #: \_\_\_\_\_

HOA Name: \_\_\_\_\_  
HOA Mgt Company: \_\_\_\_\_  
Address: \_\_\_\_\_ Email/website: \_\_\_\_\_

**Do you have a Home Warranty?**     Yes     No

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Policy Info: \_\_\_\_\_ Other: \_\_\_\_\_

**Do Your Home have Air Filters?**     Yes     No

Filter size & # of Filters: \_\_\_\_\_

**Pets Allowed:**     Yes     No

Cats    # and Size \_\_\_\_\_     Caged Animals    # and Size \_\_\_\_\_  
 Dogs    # and Size \_\_\_\_\_     Fish    # and Size \_\_\_\_\_

**Smoking Allowed:**     Yes     No



**Utility companies:**

Electric: NV Energy Other: \_\_\_\_\_  
Gas/Oil: NV Energy Other: \_\_\_\_\_

Water: TMWA Other: \_\_\_\_\_  
Sewer: City of Reno City of Sparks  
Trash: WM Other: \_\_\_\_\_



**Property Management**

PMI RENO

Check Utilities to be paid for by **Tenant**:  Electric  Gas/Oil  Water  Sewer  Trash

**Amenities** (Please check all that apply):

- Air Conditioning
- Alarm System
- Balcony
- Cable Ready
- Carpet
- Ceiling Fans
- Central Vacuum
- Cold Storage
- Concrete Countertops
- Custom Blinds/Shutters
- Deck
- Dining Room
- Dishwasher
- Disposal
- Double Oven
- Electric /
- Evaporative Cooler
- Family Room
- Fireplace
- Fitness Center
- Fridge
- Garden Tub
- Granite Countertops
- Hardwood Floors
- High / Vaulted Ceilings
- Jetted Tub
- Living Room
- Loft Area
- Microwave
- Office Space
- Gas Heat
- Oven
- Patio
- Pool
- Porch
- Separate Tub / Shower (Mtr bth)
- Stainless Steel appliances
- Theater Room
- Tile Floors
- Washer/Dryer Hookups
- Walk-in Closets
- Walk-in Pantry
- Washer / Dryer Included
- Water Softener
- Wood Floors

Counter Top Type: \_\_\_\_\_

**Parking** (Please check all that apply):

- 1 Car Garage
- 2 Car Garage
- 3 Car Garage
- 4 Car Garage
- Carport
- RV Parking
- Slab Parking
- Assigned Covered Parking \_\_\_\_\_
- Assigned Outdoor Parking \_\_\_\_\_
- Street Parking

Fully Landscaped Yard:  Yes  No      Fully Fenced Yard:  Yes  No  
Sprinkler System:  Yes  No      Automatic?  Yes  No

Who is responsible for yard care when the property is vacant:  Owner  HOA  
Who is responsible for yard care when the property is rented:  Owner  HOA  Tenant

Landscaping Vendor (if applicable): \_\_\_\_\_

What Neighborhood amenities are included?

\_\_\_\_\_

Please list any other amenities or details you would like placed in your ad:

\_\_\_\_\_  
\_\_\_\_\_

**Property will be ready and available for lease on:** \_\_\_\_\_

*\*\* Please be sure that all information on this sheet is correct and accurate as it will be used for all advertising, etc.*

