



# RENTAL PROPERTY INFORMATION FORM HOUSE SPEC SHEET

To Be Completed, Signed & Dated By the Property Owner

*It is important that we have the following information regarding your rental home, so we may represent the features of your home properly. The more information you provide us, the less chance for confusion in the future. Please be sure to sign & date this form when complete. We understand that information may change over time, and should a change take place (i.e. floors replaced, appliances changed, etc), we will note the change, initial & date. This form will remain in your file throughout the management of your home.*

**RENTAL ADDRESS:** \_\_\_\_\_  
**CITY/STATE/ZIP:** \_\_\_\_\_  
**OWNER(S) NAME(S):** \_\_\_\_\_

**# TOTAL LEVELS:** \_\_\_\_\_ **# BDRMS:** \_\_\_\_\_ **#BTHRMS:** \_\_\_\_\_ **#1/2 BATHS:** \_\_\_\_\_  
**HEATED SQ FT:** \_\_\_\_\_ **UNHEATED SPACE:** \_\_\_\_\_ **YEAR BLT:** \_\_\_\_\_ **ACRES:** \_\_\_\_\_  
Brief lot description (i.e. - sloping, wooded, steep, etc): \_\_\_\_\_  
**GARAGE?:** \_\_\_\_\_ **BASEMENT/CRAWL SPACE?:** \_\_\_\_\_  
**EXTERIOR FINISH:** \_\_\_\_\_ **EXTERIOR COLOR:** \_\_\_\_\_  
**AGE OF ROOF:** \_\_\_\_\_ **HANDICAP ACCESSIBLE?** \_\_\_\_\_

**POWER PROVIDER:** \_\_\_\_\_ **METER #** \_\_\_\_\_

**TYPE OF HEAT:** \_\_\_\_\_ **TYPE OF A/C:** \_\_\_\_\_  
**DATE OF LAST SERVICE:** \_\_\_\_\_ **FILTER INFO/SIZE:** \_\_\_\_\_  
SH strongly recommends that all Heating and/or Cooling Systems be professionally services once a year.

**TYPE OF FUEL** (i.e. propane, oil, kerosene) \_\_\_\_\_  
**USED FOR:** \_\_\_\_\_ **SIZE TANK(S):** \_\_\_\_\_  
**TANK(S) OWNED OR RENTED?** \_\_\_\_\_ **COMPANY:** \_\_\_\_\_

**CIRCLE ONE:** PUBLIC WATER PRIVATE WELL SHARED WELL SPRING WATER  
If Public Water – PLEASE LIST **PROVIDER:** \_\_\_\_\_  
If WELL OR SPRING WATER, PLEASE PROVIDE FILTER INFORMATION: \_\_\_\_\_

**CIRCLE ONE:** PRIVATE SEPTIC SHARED SEPTIC PUBLIC SEWER  
If Public Sewer - PLEASE LIST **PROVIDER:** \_\_\_\_\_  
If Septic Tank - Date Last Pumped: \_\_\_\_\_ **SEPTIC SIZE (#BDRMS):** \_\_\_\_\_  
(SH requires a Septic Report on File. This can be obtained through the Haywood County Environmental Health Department for \$2.00)

**PLEASE INDICATE, IF KNOWN, THE AVERAGE YEARLY UTILITY EXPENSE:** \_\_\_\_\_

**FIREPLACES:** (Please list any fireplaces, rooms, and type – i.e. wood, gas, insert, etc) below):  
\_\_\_\_\_  
**DATE CHIMNEY WAS LAST INSPECTED/SERVICED & COMPANY:** \_\_\_\_\_

If your rental home has a chimney, SH strongly recommends that it is professionally inspected once a year. It is best to have this done in the summer months well before winter

**CABLE AVAILABLE:** YES / NO IF YES, COMPANY: \_\_\_\_\_  
**DSL INTERNET AVAILABLE?** \_\_\_\_\_  
*PLEASE NOTE THAT IT IS SELECT HOMES POLICY PER FCC REGULATIONS THAT TENANT'S HAVE PERMISSION TO INSTALL SATELLITE TV*

**MAILBOX AT PROPERTY?** YES / NO **GARBAGE P/UP?** YES / NO IF YES, DAY(S): \_\_\_\_\_

**PETS ALLOWED?** YES / NO **CONDITIONS/EXCEPTIONS:** \_\_\_\_\_  
*'Please Note that Select Homes encourages owners to allow pets, as pet-friendly homes rent at a faster pace than non-pet friendly homes. We do have a "prohibited pet list" and screen pets carefully. Ultimately, this is the owner's decision. If a pet is allowed & approved, it is our policy to collect 1 1/2 month's rent Security Deposit.*

**PLEASE COMPLETE THE FOLLOWING INDICATING ROOMS THIS HOME CONTAINS AS WELL AS FLOOR TYPES & LEVEL (B = Basement Level, 1 = Main Level, 2 = 2<sup>nd</sup> or Upstairs Level)**

ROOM	FLOOR TYPE	LEVEL	ROOM	FLOOR TYPE	LEVEL
LR			MBR		
DR			BR 2		
DEN			BR 3		
KTCHN			BR 4		
LUNDRY			Full BA 1		
BONUS			Full BA 2		
1/2 BA 1			Full BA 3		
1/2 BA 2			OTHER		
GARAGE			BASEMENT		

\*\*\*(Please Note: *Select Homes requires any carpet be professionally cleaned prior to renting the home. Our lease requires tenants to have the carpets professionally cleaned upon move out. IF YOUR HOME WAS PREVIOUSLY RENTED AND IT WAS NOT A REQUIREMENT FOR THE EXISTING TENANT TO SHAMPOO THE CARPETS, THIS WILL NEED TO BE DONE INITIALLY AT YOUR EXPENSE*))

PLEASE INDICATE AGE OF CARPET: \_\_\_\_\_

PLEASE INDICATE THE AGE OF OTHER FLOORING: \_\_\_\_\_

**APPLIANCE INFORMATION:**

<u>APPLIANCE</u>	<u>MAKE/COLOR/YEAR</u>	<u>WARRANTY?</u>
___ OVEN/RANGE	_____	NO / YES
___ REFRIGERATOR	_____	NO / YES
___ DISPOSAL*	_____	NO / YES
___ DISHWASHER	_____	NO / YES
___ MICROWAVE	_____	NO / YES
___ WASHER*	_____	NO / YES
___ DRYER*	_____	NO / YES
___ CENTRAL VAC	_____	NO / YES
___ OTHER (please list)	_____	NO / YES
___ HOT WTR HEATER	_____	NO / YES

IF YOU HAVE CIRCLED YES FOR WARRANTY, PLEASE PROVIDE DETAILS: \_\_\_\_\_

(\*Select Homes' policy with washers, dryers and disposals is as follows: we prefer that an owner not leave these items. If you choose to leave these items for a tenant's use and such appliance should break, we do not make you pay to repair it, however, we also do not make the tenant. If you choose to leave one of these items, we will contact you for direction should one break or need repaired)

**IF ANY APPLIANCE OPERATES ON GAS, PLEASE INDICATE:** \_\_\_\_\_

INDICATE LOCATION: WASHER/DRYER HOOK-UP: \_\_\_\_\_ HOT WATER HTR: \_\_\_\_\_

FENCED YARD? YES / NO      CREEK/STREAM? YES / NO      OUTBUILDING/SHED? YES / NO  
 PAVED ROAD? YES / NO      PAVED DRIVE? YES / NO      STATE ROAD? YES / NO  
 IS THERE A ROAD MAINTENANCE AGREEMENT THAT INCLUDES SCRAPING IN WINTER? YES / NO

DO YOU HAVE A HOMEOWNERS ASSOCIATION? YES / NO

IF YES, PLEASE PROVIDE A CONTACT NAME/NUMBER: \_\_\_\_\_

*(Please be sure to provide us with a copy of your HOA Rules – if you do not have this handy, please provide us with the proper name of the homeowner’s association and we can get a copy. Our policy is to provide tenant’s with a copy of HOA Rules that may apply to their tenancy)*

WHEN WAS THE HOME LAST PAINTED? INSIDE: \_\_\_\_\_

OUTSIDE (IF APPLICABLE): \_\_\_\_\_

WHEN IS THE LAST TIME THE HOME AND/OR DECKS WERE PRESSURE WASHED? (if applicable): \_\_\_\_\_

*Regular pressure washing is not typically a tenant responsibility, however, it is their responsibility to advise if it needs done and if the pressure washing is needed due to their negligence this would be charged to the tenant in full or in part*

DO ALL WINDOWS HAVE SCREENS? YES/NO

*(IF A HOME DOES NOT HAVE CENTRAL AIR, IT IS OUR REQUIREMENT THAT SCREENS BE PROVIDED FOR WINDOWS & DOORS SO THE TENANT MAY HAVE PROPER VENTILATION/AIR CIRCULATION DURING SUMMER MONTHS.) Please note that some town building codes require screens even with central air. You will be advised if this applies to you.*

DO YOU CURRENTLY HAVE A PEST CONTROL CONTRACT? YES / NO

IF YES, PLEASE PROVIDE COMPANY NAME AND TERMS: \_\_\_\_\_

*(if you do have a pest control contract, it is your responsibility to notify the company with our contact information when we rent the home so that they call us to notify the tenants when they are coming out)*

DOES THE HOME HAVE AN ALARM SYSTEM? YES/NO IF YES, IS THIS INCLUDED? \_\_\_\_\_

**#SMOKE DETECTORS:** \_\_\_\_\_

**#CARBON MONOXIDE DETECTORS:** \_\_\_\_\_

*Please Note: It is NC Landlord/Tenant Law that the rental home be equipped with sufficient smoke detectors & if the home has any type of fossil fuel (gas fireplace, oil heat, etc) or an attached garage, the home must have 1 carbon monoxide detector per level installed.*

**PLEASE INDICATE WHAT IS INCLUDED IN THE RENT?** (i.e. water, yard maintenance, etc.) \_\_\_\_\_

**PLEASE INDICATE THE RENTAL AMOUNT YOU WOULD LIKE TO GET:** \_\_\_\_\_

*(\*This amount should be discussed and agreed upon between owner and a Select Homes Broker Staff Member.*

*Our goal is to obtain you as much rent as possible for your rental home, however, we must be practical & in line with the current rental market when advertising your home for rent. Select Homes cannot spend the time, money & resources marketing, advertising and trying to rent a home that we do not feel is priced comfortably as pertaining to the area, economy & rental market. Tenants often “negotiate” rental amounts and we would like you to indicate the amount we may negotiate to without having to call you. Also, please keep in mind there are other terms that can be used to negotiate, such as including yard maintenance or paying for water, etc.)*

**PLEASE INDICATE THE LOWEST RENT AMOUNT OR TERMS YOU ARE AUTHORIZING US TO RENT YOUR HOME FOR, IF NEGOTIATIONS ARE NECESSARY:** \_\_\_\_\_

*\*SELECT HOMES PROVIDES THE SERVICE TO OWNERS OF HAVING UTILITIES SWITCHED INTO OUR NAME IN BETWEEN TENANTS (AFTER FIRST TENANT). WHEN THIS IS DONE, WE WILL HOLD BACK EXTRA MONEY IN YOUR LEDGER TO PAY THESE UTILITIES. WE ALWAYS MAKE SURE THE POWER IS SWITCHED INTO OUR NAME. WE HAVE THE WATER SWITCHED IF NECESSARY, UNLESS OTHERWISE INDICATED BY OWNER.*

PLEASE INDICATE ANY SPECIAL REQUESTS/REQUIREMENTS REGARDING YOUR UTILITIES IN BETWEEN TENANTS: \_\_\_\_\_

INSURANCE COMPANY NAME & PHONE NUMBER: \_\_\_\_\_

*Please note: you will need to be sure you have a rental dwelling policy as outline in our Property Management Agreement, Item 8, (d) & (e). When the home is rented, please be sure that your Agent mails us a copy of the Declaration Page of your policy.*

Would you like to participate in Section 8 (Mountain Projects) program? YES / NO

(If yes, please talk to your Select Homes representative to see if your home qualifies for Section 8)

PLEASE INDICATE DATE THE HOME WILL BE AVAILABLE FOR RENT: \_\_\_\_\_

Please note that available means move-in condition. This includes the removal of any personal items, if applicable and the proper cleaning & carpet cleaning. REMEMBER: even homes that have been empty for a period of time accumulate dust, cobwebs, etc and will need to be cleaned prior to moving a tenant in.

**\*\*Tenants are more likely to take great care and pride in a rental home that is clean, fresh & well cared for upon move-in.\*\***

Please Note: Select Homes requires that all rental property addresses be clearly marked. If your rental property/properties do have the address clearly marked, please be sure this is done prior to Select Homes marketing and renting your property.

PLEASE LIST ANY SPECIAL FEATURES YOU WOULD LIKE TO NOTE ABOUT THE RENTAL HOME, AREA OR PROPERTY: \_\_\_\_\_

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PLEASE INDICATE ANY SPECIAL INSTRUCTIONS FOR SELECT HOMES STAFF DURING THE MANAGEMENT OF YOUR RENTAL HOME, OR ANYTHING OF IMPORTANCE THAT SHOULD BE SHARED WITH THE TENANT (this could include special maintenance instructions, or something specific regarding an aspect of the rental home such as reset button on furnace, or remote controls to ceiling fans, etc):

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Information on this form may change over time. If something changes, we will make the necessary change, initial & date. We prefer to have any approved change via e-mail so we may have it in writing, however if that is not possible, and a change is approved by you over the phone, we will indicate the date & time the change was approved. Our goal & mission is to provide you, the owner with the best possible service always!



*FAIR HOUSING is not an option – it is LAW. SELECT HOMES proudly advocates Fair Housing Law which prohibits discrimination in the housing market on the basis of: race, color, national origin, handicap or familial status.*



How did you hear about us: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Owner( s)

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Date