

# Residential Rental Property Information

This document is to be completed by the property owner for **EACH rental unit** (not entire property). It provides key information to NJRR allowing us to optimize your revenue, address potential issues, and improve our service to you and your tenants.

Today's Date: \_\_\_\_\_

## PUBLIC RECORDS

Property Address: \_\_\_\_\_ Name of Owner: \_\_\_\_\_

\_\_\_\_\_ Year Built: \_\_\_\_\_ #Units: \_\_\_\_\_

County: \_\_\_\_\_ #Stories: \_\_\_\_\_

Block#: \_\_\_\_\_ Lot#: \_\_\_\_\_ Property Type: Single Family, Multi Family, Condo,

Lot Size: \_\_\_\_\_ (acre/sqft) Semi-Detached, Townhouse, Other: \_\_\_\_\_

**Brief Description of Property (ex. "Split-level house with blue vinyl siding on ½ wooded lot"):**

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

## INTERIOR

Approx. Square Footage: \_\_\_\_\_

#Bedrooms: \_\_\_\_\_ #Bathrooms: \_\_\_\_\_

Total # Rooms: \_\_\_\_\_

Cooling: Central/Window/None

Heating: Gas/Oil/Electric - Baseboard/Forced Air

Fireplace(s): Wood/Gas/Coal/Pellet/Other/None

Water Heater: Tank/Tankless

Water Softener/Filter: Y/N

Flooring(s): Carpet/Hardwood/Tile/Laminate/Other

Basement: None/Finished/Unfinished/Partial

Water Mgmt: Sump Pump/French Drain/None

Stove/Oven: Gas/Electric

Fire Suppression System: Y/N

Appliances Included (Circle all that apply):

- Washer/Dryer
- Refrigerator/Freezer
- Microwave
- Garbage Disposal
- Dishwasher
- Trash Compactor
- Stove/Oven/Cooktop
- Other: \_\_\_\_\_

## EXTERIOR

Garage: Y/N If Yes, #Cars: \_\_\_\_\_ Car Port? Y/N If Yes, #Cars: \_\_\_\_\_

Driveway: Y/N If Yes, #Cars: \_\_\_\_\_ Other Parking: Street/Driveway/Other: \_\_\_\_\_

Is property wheelchair accessible (ramps/elevator/lift)? Y/N

Is there is a sprinkler/irrigation system? Y/N

**We have found that properties with better lawns, find and keep better tenants. And you can reduce liability and potential fines by hiring a professional for snow and ice management.**

Who will manage the landscaping? Owner/Tenant/Association/Other: \_\_\_\_\_

Who will manage the snow/ice removal? Owner/Tenant/Association/Other: \_\_\_\_\_

When there is NO tenant, who manages landscaping & snow? Owner/Other: \_\_\_\_\_

Do you do any weed/feed treatment to your lawn? Y/N How many times per year? \_\_\_\_\_

Would you be interested in getting a quote for landscaping and snow removal from NJRR? Y/N

## CONSTRUCTION & MAINTENANCE

Knowing the approximate age of key pieces of the property, help us to maintain and monitor them for potential issues and maintenance milestones. Please provide the approx **YEAR** they were installed:

- Roof: \_\_\_\_\_
- Refrigerator: \_\_\_\_\_
- Dishwasher: \_\_\_\_\_
- Furnace: \_\_\_\_\_
- Washer: \_\_\_\_\_
- Stove/Oven/Cooktop: \_\_\_\_\_
- Water Heater: \_\_\_\_\_
- Dryer: \_\_\_\_\_
- Garbage Disposal: \_\_\_\_\_

## **UTILITIES & PUBLIC WORKS**

Electricity Provider Name: \_\_\_\_\_

Water Supply: Public/Well

Gas Provider Name: \_\_\_\_\_

Sewer: Public/Septic

Oil Provider/Delivery Name: \_\_\_\_\_

What address does the Water & Sewer bill go to? \_\_\_\_\_

If septic, when was the last service done? \_\_\_\_\_

**Note: We highly recommend Sewer & Water to be paid/managed by Owner (or property management) and the cost simply included in the rent. We do NOT recommend sub-metered which adds additional steps, costs and potential issues.**

Please provide a brief description of the **trash, recycling and yard waste** removal process. (ex. "Place cans between sidewalk and road on Monday nights for Tuesday pick-up"):

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

## **TENANTS**

Is property currently rented? Y/N (provide copy of leases and other related document)

What rent do you feel is appropriate for the property? \$\_\_\_\_\_/mo

Do you want to accept section 8 applicants? Y/N

Do you want to allow tenants to smoke inside the property? Y/N

Do you want to allow pets? Y/N

If yes, please describe any limits to the type/size/quantity (small dogs, cats, less than 20lbs, etc):

\_\_\_\_\_

**We typically charge a \$250 non-refundable deposit for pets, and \$25/month for each animal.**

## **FINANCIAL**

Mortgage Lien Holder Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Home Owner/Condo Association Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Insurance Company Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Insurance Policy Expiration Date: \_\_\_\_\_

**Note: You will need to provide documentation naming NJRR as additional insured on the policy.**

We will work with you to identify ways to optimize your rental revenue and also reduce your required payments. To do this we need to better understand your bills/costs associated with the property.

Please list all associated bills below (estimated):

- Mortgage: \$\_\_\_\_\_/mo Rate: \_\_\_\_\_%
- 2<sup>nd</sup> Mortgage: \$\_\_\_\_\_/mo Rate: \_\_\_\_\_%
- Water: \$\_\_\_\_\_/qtr or year
- Sewer: \$\_\_\_\_\_/qtr or year
- Property Taxes: \$\_\_\_\_\_/qtr or year
- Insurance: \$\_\_\_\_\_/yr
- Association Fee: \$\_\_\_\_\_/mo

## **MISCELLANEOUS**

Are you aware of the presence of ANY lead-based paint on the property? Y/N

What was the approximate date of most recent inspection by the municipality? \_\_\_\_\_

Please list any other information you would like to provide regarding the property:

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

## **IMPORTANT DOCUMENTS TO PROVIDE**

- Insurance Certificate
- Current Tenant Lease
- HOA/CA Bylaws
- Survey or Floor Plan
- Deed Copy