BASIC PROPERTY INFORMATION SHEET

Property Information										
Property Name										
Legal Name:					_Tax ID#: _					
Office Address:										
Phone Number:					Fax #					
Year Built:	Total # of Buildings:			s:		Total # of Units:				
# of Carports:		# of Ga				# of Parking Spaces				
# of 1x1:				2x2		3x2		4x2		
Programs:								-		
Staff Contact Information										
Community Coordina	ator:				Phone #:					
Property Specialist I :					Phone #:					
Property Specialist II	[:				Phone #:					
Maintenance Tech:					_Phone #:_					
Area Manager:					_Phone #: _					
r										
				of Ope						
0.001		10N	TUES	WED	THURS	FRI	SAT	SUN	[
Office Hours	_									
Lunch Hours Pool Hours	_									
Laundry Rm Hours	_									
			Contro	atad Va						
Contracted Vendors										
	Vend	Vendor Name		Phone #			Scl	Scheduled Days		
Landscaper										
Pest Control										
Painting Contractor										
Carpet Cleaner										
Laundry Machines							_			
New Carpet Vendor										
Pool Vendor										
Plumbing Vendor										
HVAC Vendor										
Electrical Vendor										
House Keeper										

Trash P/U Days

T - W-TH-F- SAT - SUN How many dumpsters:

Bin Size:

(2 yard/3 yard?)

Exterior Information

Laundry Room : Cos	st Per Load Washe	er <u>\$</u>	Dryer	<u>\$</u>		
Alarm Code if appli	cable	Alar	m Password if applicable	OFFICE 8,		
Exterior Lighting:	Building Lights:		How Many per Building:	OFFICE 8,		
	How Many Timers:					
	Carport Lights:		How Many per Carport:			
Water Chut Off Value	a. Location of Main Chut (N <i>EE</i> .				
water Shut Off Valv	e: Location of Main Shut C					
	Must City be called to be	shut off:	City Phone #: NICK ESCANDON- SUPERVISOR			
Water Shut off Valve	es Per Building:	How Man	y Per Building:			
	Location:		<u> </u>			
Sprinkler Timers	How Many Timers.	Location				
Sprinkler Timers.	How Many Timers: Location: Location of Main Shut off for Sprinklers:					
PG&E Transformer:	How Man <u>y:</u>	Location				
Property Sq. Ft.:			Parking Area Sq. Ft.:			
- / -			<u> </u>			
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	M		us			
Misc Info.:						

Maintenance Information Sheet

Air Filter Sizes									
Sizes: (OFFICE 1	4x39x1	20X25,			HALLWAY	27X46/	48 ALL	VARIES
1x1		2x1	,						
		-				_		-	
Air Filter	vendor					Phone #			
Paint									
Exterior Paint Colors:									
Building			Trim			Doors			
Where Pu	ırchased					Cost per	Gallon	\$	
Date Las	t Painted								
Interior Paint Colors:									
Color (Wa	alls)					Finish			
Where Pu	Where Purchased				Cost per		\$		
Color (Ca	abinets)	WHITE A	AND BROW	INS		Finish	FLAT		
Where Pu	ırchased					Cost per	Gallon	\$	
Flooring									
Carpet: C	Color & Sty	/le				Location	in unit		
Where Pu	urchased:								
Cost Pe						-			
1x1	\$	2x1	\$	2x2	\$	3x2	\$	4x2	\$
Tile/Lind	1x1 \$ 2x1 \$ 2x2 \$ 3x2 \$ 4x2 \$ Tile/Linoleum Color/Style Location in unit								
Where Purchased:									
Cost Pe	r Unit:								
1x1	\$	2x1	\$	2x2	\$	3x2	\$	4x2	\$
Window Coverings: Screens & Blinds									
				Mi	ni Blind S	izes			-
Unit Size	Kitchen	Dining	Living Room	Master Bedrm	2nd BR	3rd BR	4th BR	Master Bath	Hall Bath
5120	Kitchen	Dining	KOOIII	beurm	ZHU BR	JIU DK	4tii bk	Datii	
1x1									
2x1									
2x2									
3x2									
4x2									
Screen Sizes									
Unit Sizo	Vitekar	Distant	Living	Master Rodrm	Ord DD	2rd DD	Ath DD	Master	
Size	Kitchen	Dining	Room	Bedrm	2nd BR	3rd BR	4th BR	Bath	Hall Bath
11	<u> </u>					1		<u> </u>	
1x1								<u> </u>	
2x1 2x2									
3x2	<u> </u>					1			
$\frac{3x^2}{4x^2}$									