

BASIC PROPERTY INFORMATION SHEET

Property Information

Property Name _____

Legal Name: _____ Tax ID#: _____

Office Address: _____

Phone Number: _____ Fax # _____

Year Built: _____ Total # of Buildings: _____ Total # of Units: _____

of Carports: _____ # of Garages _____ # of Parking Spaces _____

of 1x1: _____ 2x1 _____ 2x2 _____ 3x2 _____ 4x2 _____

Programs: _____

Owner Information _____

Staff Contact Information

Community Coordinator: _____ Phone #: _____

Property Specialist I: _____ Phone #: _____

Property Specialist II: _____ Phone #: _____

Maintenance Tech: _____ Phone #: _____

Area Manager: _____ Phone #: _____

Hours of Operation

	MON	TUES	WED	THURS	FRI	SAT	SUN
Office Hours							
Lunch Hours							
Pool Hours							
Laundry Rm Hours							

Contracted Vendors

	Vendor Name	Phone #	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 M - T - ~~W~~ - ~~TH~~ - ~~F~~ - SAT - SUN How many dumpsters: _____ Bin Size: _____

(Circle Trash P/U Days) (2 yard/3 yard?)

