

**Beyond The Lease Realty, LLC**  
**New Property Intake Form**

Property Address: \_\_\_\_\_

Ownership Type:  Individual  LLC  Trust \_\_\_\_\_

Owner Representative: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Contract Execution Date: \_\_\_\_\_

Email: \_\_\_\_\_

Other Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Other Owner Email: \_\_\_\_\_

If more than two owners indicate here and write contact info on back.

Insurance Co.: \_\_\_\_\_ Renewal Date: \_\_\_\_\_

HOA: \_\_\_\_\_ Phone: \_\_\_\_\_

Currently Rented: \_\_\_\_\_ Current Rent: \_\_\_\_\_ Lease End Date: \_\_\_\_\_

If rented, we will need a copy of the lease, application and contact info for tenants.

**PROPERTY DETAILS**

Type of Property: \_\_\_\_\_ # of units: \_\_\_\_\_ Desired Rent: \_\_\_\_\_

Square Footage: \_\_\_\_\_ # Bedrooms: \_\_\_\_\_ # Bathrooms: \_\_\_\_\_ Stories: \_\_\_\_\_

Office: yes / no Additional Living Space: Yes / no Dining type: \_\_\_\_\_

Garage Spaces: \_\_\_\_\_ Other Parking: \_\_\_\_\_ # spaces: \_\_\_\_\_

**Utilities:**

Any owner paid utilities: \_\_\_\_\_

Company Info: Electric: \_\_\_\_\_ Water: \_\_\_\_\_

Gas: \_\_\_\_\_ Cable: \_\_\_\_\_

Stove:  Electric  Gas Dryer:  Electric  Gas

Property Address: \_\_\_\_\_

**Appliances Included:**

- Refrigerator     Microwave     Washer     Dryer  
 Laundry hook ups ONLY                      Select Type: Full size / stackable

**Types of Flooring (wood, carpet, stained concrete, tile, linoleum, etc.):**

Living: \_\_\_\_\_ kitchen: \_\_\_\_\_ Dining: \_\_\_\_\_  
Bedroom 1: \_\_\_\_\_ Bedroom 2: \_\_\_\_\_ Bedroom 3: \_\_\_\_\_  
Bedroom 4: \_\_\_\_\_ Bathroom 1: \_\_\_\_\_ Bathroom 2: \_\_\_\_\_  
Other Spaces: \_\_\_\_\_

**Additional:**

Pets Allowed: Dogs: \_\_\_\_\_ Cats: \_\_\_\_\_ Other (specify): \_\_\_\_\_

Limitations: Size/Type/Quantity, etc. \_\_\_\_\_

Additional Pet Deposits: \_\_\_\_\_

Smoking allowed: \_\_\_\_\_ Additional Deposit Amt: \_\_\_\_\_ Penalty for smoking: \_\_\_\_\_

Yard: \_\_\_\_\_ Sprinkler System: \_\_\_\_\_ Fence (type): \_\_\_\_\_

Please list any features that make your property unique: \_\_\_\_\_

Community Amenities: \_\_\_\_\_

School District: \_\_\_\_\_

Elementary: \_\_\_\_\_

Middle: \_\_\_\_\_

High School: \_\_\_\_\_