



450 S Camino Del Rio #204
 Durango, CO. 81301
 Office: 970-259-5612
info@durangorentals.com

NEW PROPERTY INFORMATION SHEET

Property Address _____
 City State Zip Code

Directions to Property _____

Is the property currently occupied? Yes No
Is the property currently for sale? Yes No
Minimum Rent Required \$ _____
Pets Permitted Yes No
Date property will be available ____/____/____
Will it be taken off the market? Yes No
Students Permitted Yes No
Dogs: Yes No **Cats:** Yes No

Durango Property Management requires a \$250.00 per pet deposit

Owners Name(s) _____			
Mailing Address _____			
City _____	State _____	Zip Code _____	
Home Phone _____	Bus. Phone _____	Cell Phone _____	
E-mail _____	E-mail _____		

PROPERTY DESCRIPTION

Property Type House Townhome Condo Duplex Multi-unit Home Apartment in house Modular Mobile

Bedrooms _____ **# Baths** _____ **# ½ Baths** _____ **# Stories** _____

Square Feet _____ **Year Built** _____ **# of Acres** _____

Garage (circle all that apply) Yes No Attached Detached **# of spaces** _____ **Garage Door Code** _____

Carpport (circle all that apply) Yes No Attached Detached **# of spaces** _____

Reserved parking Yes No **# of spaces** _____ **Location/#** _____ **Other Parking:** Yes No **Location** _____

Storage Unit (circle all that apply) Yes No Attached Detached **Location/#** _____ **Key required?** Yes No

Mailbox (circle all that apply) No key required Key required **Mail Box # and Location** _____

Appliances (circle all that apply) Refrigerator – Ice maker – Electric Stove – Gas stove – Electric oven – Gas oven –
 Self-cleaning oven – Double oven – Built in Microwave – Free standing Microwave – Dishwasher –
 Washer – Electric dryer – Gas dryer – Garbage Disposal – Trash compactor
 Other: _____

Exterior (circle all that apply) Patio – Deck – Screened Porch – Fenced yard **Other** _____

List any special features of your property _____

Fireplace(s) wood (circle one) Yes No **If yes, date last cleaned** ____/____/____
Wood Burning Stove) (circle one) Yes No **If yes, date last cleaned** ____/____/____
Fireplace(s) gas (circle one) Yes No **If yes, date last cleaned** ____/____/____

Special Operating Instructions _____

Heating Source (circle all that apply) Natural Gas Propane Electric Boiler Forced Air Base Board In Floor

Air Conditioning Yes No **Swamp Cooler** Yes No **Sprinkler System** Yes No

Water Heater Natural Gas Electric Propane **Location(s)** _____

Water shut off Location(s) _____

Breaker Box Location _____

Smoke Detectors **Quantity** _____ **Location(s)** _____

Carbon Monoxide Detectors **Quantity** _____ **Location (s)** _____

Smoke & Carbon Monoxide Detectors are required by law, if not installed Durango Property Management will install and Owner will be charged.

Inclusions (Items left in house to be included in lease i.e. lawnmower, snow blower, furniture etc.) _____

UTILITY INFORMATION

Electric Company _____

Electric included in rent? Yes No

Natural Gas Company _____

Gas included in rent? Yes No

Propane Company _____

Propane included in rent? Yes No

Size of Tank (Gallons) _____

Location of Tank _____

Water (circle one) City Private Well

Location of Well _____

Water Company _____

Water included in rent? Yes No

Water Filtration System Yes No

Service Provider _____

Sewer Company _____

Sewer included in rent? Yes No

Septic Yes No

Date Last Pumped _____

Telephone Company _____

Telephone included in rent? Yes No

Trash Company _____

Trash included in rent? Yes No

Neighborhood Dumpster Yes No

Garbage Pick-up day(s) Mon Tues Wed Thur Fri

Cable Company _____

Cable included in rent? Yes No

Inter-Net Provider _____

Inter-Net included in rent? Yes No

Is Satellite Dish Installation Acceptable? Yes No

Satellite included in rent? Yes No

Is a Satellite Dish already installed? Yes No

Service provider? Dish Network Direct TV

PROPERTY ADMINISTRATION

Insurance Company _____ **Agent** _____ **Telephone #** _____

Sprinkler System Company _____ **Telephone #** _____

Sprinkler Control Box Location _____

Landscaping Company _____ Telephone # _____

Current Property Management _____ Telephone # _____

Owner's Preferred Contractors (All Contractors must provide copy of Insurance and complete W-9)

Name _____ Telephone _____ Type of Service _____

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Name _____ Telephone _____ Type of Service _____

HOME OWNERS ASSOCIATION INFORMATION

Is property located within a HOA Yes No Association Name _____

HOA Contact _____ Telephone # _____

HOA Management Company _____ Telephone # _____

HOA Website _____

Will DPM pay your dues? Yes No Amount \$ _____ Yearly Monthly

HOA Mailing Address _____

Services provided by HOA (Circle all that apply) Exterior Maintenance – Chimney Cleaning – Water – Sewer - Trash –
Snow Removal –Landscaping – Garage Doors - Exterminator

Other _____

Owners are responsible for providing Durango Property Management the current HOA Rules/Regulations

HOA dues are always paid out of owner proceeds and included in the rent

SHOWING INSTRUCTIONS

Name of person to notify of showings _____ Relation to you _____

Phone #(s) Home _____ Work _____ Mobile _____

Are there pets on the premises? Type _____ Name _____

I understand the property will be marketed and managed based on the information provided within this document. Durango Property Management, Inc. is not responsible for the consequences of errors or omissions in this document. It is the responsibility of the owner to inform Durango Property Management, Inc. of any changes to the information provided. I confirm that any and all information provided in this form is accurate.

Owner _____

Date _____

Owner _____

Date _____