



LIVING ROOM PROPERTY MANAGEMENT

PROPERTY INFORMATION FORM (PIF)

Please complete one form per unit

GENERAL UNIT INFORMATION:

Address: _____

Unit Type: (House/Condo/Plex/Basement/ADU): _____

Square Footage: _____ Year Built: _____

Number of Bedrooms: _____ Number of Baths: _____

Anticipated Monthly Rent: _____

AVAILABILITY:

Is the home currently occupied? By tenants: By the Owner: Vacant:

Home will be vacant on: _____

Home will be ready for occupants by: _____

Homeowner's future plans for the home: _____

Please share plans and timelines to move back in, sell or hold for long term investment. If there is any possibility you will need possession of the home in the next 3 years, you must apply and receive approval for the Relocation Exemption before we will begin marketing the property.

Will you apply for one of the 12 Relocation Assistance Exemptions? Yes No
(Visit the [Portland Housing Bureau website](#) for more info)

HOME AMENITIES:

- | | | |
|--|--|---|
| <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Refrigerator/Freezer | <input type="checkbox"/> Sink Disposal |
| <input type="checkbox"/> Stand alone freezer | <input type="checkbox"/> Ice maker | <input type="checkbox"/> Wine fridge |
| <input type="checkbox"/> Gas Range | <input type="checkbox"/> Convection Range | <input type="checkbox"/> Electric Range |
| <input type="checkbox"/> Gas Oven | <input type="checkbox"/> Convection Oven | <input type="checkbox"/> Electric Oven |
| <input type="checkbox"/> Microwave | <input type="checkbox"/> Washer | <input type="checkbox"/> Dryer |
| <input type="checkbox"/> Central A/C | <input type="checkbox"/> Window A/C | <input type="checkbox"/> Barbecue |
| <input type="checkbox"/> Sauna | <input type="checkbox"/> Kegeerator | <input type="checkbox"/> Wet Bar |
| <input type="checkbox"/> 2nd Kitchen | <input type="checkbox"/> Exterior water feature | <input type="checkbox"/> Dehumidifier |
| <input type="checkbox"/> Heated floors | <input type="checkbox"/> Built-in speaker system | <input type="checkbox"/> Alarm System |
| <input type="checkbox"/> Fenced yard | <input type="checkbox"/> Pet Door | <input type="checkbox"/> Water Feature |
| <input type="checkbox"/> Nest System | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Please note, Living Room does not manage furnished homes or homes with hot tubs or pools

PARKING:

Check all that apply:

- | | |
|---|---|
| <input type="checkbox"/> Private Garage (# of stalls _____) | <input type="checkbox"/> Carport (assigned space #(s) _____) |
| <input type="checkbox"/> Private Driveway | <input type="checkbox"/> Street (metered <input type="checkbox"/> free <input type="checkbox"/>) |
| <input type="checkbox"/> Alleyway parking | <input type="checkbox"/> Bldg Garage (assigned space #(s) _____) |

Notes: _____

STORAGE:

Check all that apply:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Shed | <input type="checkbox"/> Assigned storage space (space # _____) |
| <input type="checkbox"/> Other: _____ | |

FIREPLACE:

Wood # _____ Gas # _____ N/A _____
Pellet # _____ Wood Stove # _____

If wood burning, when was the last time the chimney(s) were cleaned or serviced?

If more than 2 years, please scheduled to have the chimney(s) serviced before your new tenants move in.

UTILITIES:

Gas Provider: _____

- Account placed in tenant's name, tenant pays
- Meter shared with multiple units. Account stays in owner's name, tenant reimburses their portion of the cost
- Account stays in owner's name, owner pays
- Account stays in owner's name, tenant reimburses flat fee \$ _____
- Included in HOA, owner pays
- N/A

Notes: _____

Estimated monthly bill: _____

Electricity Provider: _____

- Account placed in tenant's name, tenant pays
- Meter shared with multiple units. Account stays in owner's name, tenant reimburses their portion of the cost
- Account stays in owner's name, owner pays
- Account stays in owner's name, tenant reimburses flat fee \$ _____
- Included in HOA, owner pays
- N/A

Notes: _____

Estimated monthly bill: _____

Water/Sewer Provider: _____

- Account placed in tenant's name, tenant pays
- Meter shared with multiple units. Account stays in owner's name, tenant reimburses their portion of the cost
- Account stays in owner's name, owner pays
- Account stays in owner's name, tenant reimburses flat fee \$ _____
- Included in HOA, owner pays

Notes: _____

Estimated monthly bill: _____

Garbage Provider: _____

- Account stays in owner's name, owner pays (Portland Owners must select this option).
- Account stays in owner's name, tenant reimburses actual invoice cost

Notes: _____

Garbage pick up schedule: _____

PETS:

Check all approved animals

- Large Dog* (50lbs +) Small Dogs*(under 50lbs) Indoor Cats*
- Outdoor Cats* Caged Pets Tank/Aquarium Pets

No Pets (Please note, 70% of renters have a cat or dog)

An additional \$300 deposit will be collected for each pet.* Rabbits and ferrets are not on the approved pet list but may qualify as an assistance/aid/es animal. We are unable to deny an applicant the right to have an approved service/aid/es animal in the home regardless of you preferred pet policy. Deposits are not collected for these animals. Please check with your insurance agent for information on restricted breeds and list below.

Max # of pets: _____

Restrictions: _____

LANDSCAPING:

Please note, tenants typically make poor landscapers and more than likely will not have the tools required to manage the lawn care. We highly recommend the homeowner to bundle this service cost into the rent. Rent estimates provided by our team would assumptively include yard care. If you do not have a landscaper and would like a quote please note below.

- Owner Contracted Tenant Managed No landscaping required

Landscaping Company: _____

Phone: _____ Email: _____

Service Days: _____ Frequency: _____

Owner requesting a quote for a landscaper

If tenant managed, what landscaping tools are provided by Owner (be prepared to repair or replace damaged equipment if provided)

Gutter guards: Yes No

Irrigation System: Yes No

Special Features of the Home:

Your Favorite Community/Neighborhood Amenities and Schools:

HOMEOWNERS ASSOCIATION:

Managed By: _____

Phone: _____ Email: _____

Would you like LRPM to pay HOA dues on your behalf? Yes No

If so, checks made payable to: _____

Address: _____

Please note the first payment will be made after the 10th of the first month in which we collect rental income. Homeowner should continue to pay until that happens. Please contact the HOA to ensure the billing address is updated and all invoices are forwarded to invoice@livingroomrentals.com or Living Room Property Management, 1636 NW Lovejoy St. Portland OR 97209.

HOME WARRANTY INFORMATION:

Please note, due to delays in service that often times require tenant concessions, we do not encourage use of home warranties . Reference the menu of services to review fees paid to Living Room to manage a repair through a home warranty company.

Warranty Provider: _____

Contact person: _____ Contact Number: _____

Website Information (to place service requests):

Login: _____ Password: _____

MAJOR SYSTEMS:

Main water shut off location: _____

Sprinkler system shut off valve location: _____

Breaker box location(s): _____

Type of Heating:

- Electric Gas Oil Boiler

Type of Hot Water:

- Electric Gas Boiler Tankless

Furnace Filter Size: _____

Plumbing- Share the good and the bad:

Electrical- Share the good and the bad:

Roof leaks, dry rot, moisture issues, foundation concerns, mold etc.:

Are windows fully operational, including locks? Yes No

If no, please provide details:

Septic System: Yes No. If yes, when is the last time the septic system was plumbed? _____

Is there carpet in the home Yes No. If yes, when was the last time it was replaced? _____

Please keep receipts and proof of carpet replacements on hand. We'll use the dates of replacement to properly prorate the useful life of the carpet when billing back damage to an outgoing tenant.

When was the interior last painted? _____

Please list the paint brands and colors for each room (include trim colors and cabinets if applicable):

ADVERTISING/LEASE DOCS:

Can we post a yard sign to make others aware the home is for lease?

- Yes No

Special provisions you'd like included in the lease. A set of instructions should also be left in the home for the new tenants (laminated or in a binder): ie. HOA guidelines must be followed. Fireplace is not working and cannot be used. List any special cleaner/chemicals required for floors or countertops.

How did you hear about Living Room Property Management?

Would you like to hire the LRPM Maintenance Team to help you prepare the home for rent? Yes No

Form completed by: _____