



New Client Intake Form

Owner Contact Details:

Full Name(s) of owner(s) _____

Name of LLC or LLP (if applicable) _____

Owner(s) Mailing Address: _____

Phone Number: _____ Alternate Phone Number: _____

Email Address: _____ Fax number: _____

Property information:

Owner(s) Property Address:

Bed:

Bath:

Sq ft:

Other:

Are you interested in selling the property?

If yes, what time frame?

I, _____, have no intentions of filing bankruptcy during the term of my management agreement with Rentworks, LLC.

Owner(s) Initial _____

Leasing information:

Deposit minimum Required \$ _____ Rent desired \$ _____

Date property will be available for showings: _____

Date property will be available for move in: _____

Desired Lease Term (Circle all that apply): 12 month/24 month/36 month

Repair Authorization Amount (Minimum \$250): _____

Current Tenant(s) Information:

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Email Christy@Rentworkspm.com with the following information within 48 hours of request:

- Signed Management Agreement
- Photo ID
- Voided Blank Check
- Copy of your W9 (must match name on Management Agreement)
- Copy of current tenant lease (if applicable)
- Move-in inspection reports and photos of property
- 4 copies of the front door key as well as any other keys (such as mailbox, amenities, etc.)

- HOA Information – Contact information, applications, rules and regulations, etc.

- A La Carte Services Form

Owner(s) Initial _____

A-LA CARTE SERVICES

Welcome to the Rentworks Family!

We understand that not everyone wants to pay premium prices the term of your management agreement which is why Rentworks Property Management offers a-la-carte services for when you want a little extra done.

Check the boxes next to the extra services you need. You will receive a separate email with pricing of A La Carte Services needed.

- Property Inspection every 6 months (includes photos and inspection report)
- Property Inspection every 3 months (includes photos and inspection report)
- Landscaping
- Pest Control
- Maid Services
- HVAC maintenance plan
- Eviction Guarantee Program
- No extra services needed at this time

Owner Name: _____

Owner Signature: _____

Date: _____

Owner(s) Initial _____

FOR INTERNAL USE ONLY

Rentworks Rep that spoke with Client: _____

Market Comps: _____

Management fee amt offered: _____

Placement fee amt offered: _____

Renewal Fee amount: _____

Property distance from office: _____

Signed agreement: Y/N

If no, reason why:

