



Hello!

We are excited that you have joined Rentworks Property Management.

Below is a list of the required items needed to properly onboard your Property.

Email the following to Christy@Rentworkspm.com

- Signed RentWorks Management Agreement
- Photo ID
- COPY OF W9 or W8ECI
- Property Deed
- Voided Blank Check (for disbursement of payments)
- Copy of current Tenant(s) Lease (if applicable)
- New Property Intake Form (attached to this document)
- Last inspection report performed with photos of property
- Copy of HOA Declaration of Covenants, HOA Community Rules and Regulations, HOA Tenant application, Home Insurance Policy (List Rentworks LLC as a holder), Home Warranty Policy (List Rentworks LLC as a holder)

Mail or drop the following items to Rentworks, LLC:

Our offices are located at 3300 Henderson Blvd Suite 103, Tampa, FL 33609

- 4 copies of the front door key
- 2 copies of the mailbox key
- Front Gate Cards/Fobs/Clicker
- Garage Fobs/Clicker
- Amenity Access Cards, Keys, Fobs



New Property Intake Form

Name of Person who is filling out Intake Form: _____

Title of Person filling out form: _____

Today's Date: _____

Contact Details:

Full Name(s) of Owner(s) _____

Name of LLC or LLP of the property (if applicable) _____

W-9 or EIN # _____

Owner(s) Mailing Address: _____

Phone Number: _____

Alternate Phone Number: _____

Email Address: _____

Fax number: _____

Maintenance Emergency Contact Name: _____

Maintenance Emergency Contact Number: _____

HOA Name: _____

HOA Contact Person: _____

HOA Phone Number: _____

HOA email: _____

HOA Mailing Address _____

Building Maintenance Phone Number (If applicable) _____

Electrical Company Name and Phone # _____



Water Company and Phone # _____



Gas Company and Phone # (If applicable) _____



Home Warranty Company and Phone #

Policy # _____



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PROPERTY MANAGEMENT

Home Insurance Company and Phone #

Policy # _____

Property information:

Property Address:

Bed –

Bath –

Garage -

Sq. ft -

Other (Loft/Den, Screen in Lanai, etc.) –

Access codes (Write NA next to each if there is no code)

Gate Code: _____

Front Door Keypad Code: _____

Garage Code: _____

Security Alarm Code: _____

List any other code we need to know:

Is there a pool? Y/N

If **YES**, are you providing pool maintenance? Y/N

If **YES**, do you have a preferred pool vendor? Y/N

Name of Vendor and Contact info:

Property average monthly bill for:

Water Bill \$ _____ Electric Bill \$ _____ Gas Bill \$ _____

Fireplace? Y/N (Circle One)

If **YES**, date when last used? _____ Date when last cleaned? _____



How much is your Hazard/Wind/Flood Insurance? _____

Do you have a termite Contract Y/N? (Circle One)

If **YES**, which do you have? DRYWOOD, SUBTERRANEAN or BOTH (circle one)

Name of Termite company:

Are you providing landscaping? Y/N

If **YES**, name and phone # of the landscaping company or person

How frequent do landscapers currently visit?

If **YES**, what service(s) do the landscapers provide?

Is there a Homeowners Association? Y/N (Circle one)

If **YES**, how much is the annual or monthly fee? _____

What does the fee HOA Fee include?

What is the age of the roof? _____

Are there Solar Panels (Y/N)? (Circle one)

If **YES**, do you wish for us to charge a solar panel fee in addition to the rent? Y/N

If **YES**, how much would you like us to charge tenants for the use of the solar panels?

List the age of the following appliances: (Mark **NA** if not applicable)

Refrigerator _____

Range _____

Dishwasher _____

Microwave _____

Disposal _____



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Washer _____

Dryer _____

Air Conditioner _____

Water Heater _____

Sprinkler/Pump _____

Other _____

Does the home have a water softener? Y____ N____ If yes, type? _____

Age? _____ Make? _____

Is there a pool? Y/N

Chlorine or Salt Water? Y/N

What is the age of the pool? _____ How deep is the pool? _____

Is the pool heated? Y____ N____

What is the age of the pool heater? _____

What type of pool heater? _____ Gas____ Electric____ Solar____

Make _____



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Pool Equipment Included _____

Have parts been replaced or the inside of the pool resurfaced? _____

Who was the builder of the home? _____

Are original, or if renovated, plans available? Y _____ N _____

Does the property need a mailbox key to gain access? Y _____ N _____

Leasing information

Minimum Security Deposit Required \$ _____

Minimum Rent \$ _____

Move in Availability: _____

Desired Lease Term: _____

Showing Availability: _____

Are Pets allowed? Y ___ N ___ If yes, how many? _____ What size? _____ Weight? _____

Any other notes on pets:

Due to our stringent criteria & scoring requirements we often deny several applications before we find an applicant that meets our qualifications. **Would you like to consider applicants that score 6 on our scoring and criteria sheet, which *ALMOST* meet our criteria but would otherwise be denied? Yes or No?** _____

Scoring Average Ledger:

- Scoring Average score of 11+ = Application approved with normal security deposit
- Average score of 7-10 = Conditionally approved with additional security deposit
- Average score of 6 or less = Application denied

Is there a Tenant(s) currently living at the property? Y/N (CIRCLE ONE)

Name:

Phone:

Email:

Name:

Phone:

Email:

Name:

Phone:

Email:



Internal Office Use Only

Key receipt verified by: Name: _____ Date: _____

- Front door keys. How Many? _____
- Mailbox keys. How Many? _____
- Front Gate Cards/Fobs/Clicker (circle one) How Many? _____
- Garage Fobs/Clicker (circle one) How Many? _____
- Amenity Access Cards, Keys, Fobs (circle one) How Many? _____
- List any other keys, cards, fobs, clicker with quantity:

Additional Notes or Comments:
