



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](mailto: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 or Fobs

## New Property Intake Form

Name of Person who is filling out Intake Form: \_\_\_\_\_

Title of Person filling out form: \_\_\_\_\_

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Requested Management Start 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: \_\_\_\_\_

Alternate Email address: \_\_\_\_\_

*(in case of emergency and you can't be reached, we need an alternate person that can make decisions on about your Property on your behalf)* \_\_\_\_\_

Maintenance Emergency Contact Name: \_\_\_\_\_

Maintenance Emergency Contact Number: \_\_\_\_\_

**Owner(s ) Initials** \_\_\_\_\_

***Is there a Homeowners Association (HOA)? Y/N (Circle One) (If No, skip to next section.)***

If **YES**, how much is the annual or monthly HOA fee? \_\_\_\_\_

What does the HOA Fee include? \_\_\_\_\_

\_\_\_\_\_

HOA Name: \_\_\_\_\_

HOA Contact Person: \_\_\_\_\_

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

HOA email: \_\_\_\_\_

HOA Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Building Maintenance Phone Number (If applicable): \_\_\_\_\_

Any other HOA related information we may need: \_\_\_\_\_

**Do you wish for Rentworks to make HOA payments on your behalf? Y/N (circle one)**

**If Yes, please sign Rentworks Property Management HOA Payment Authorization that is attached to this intake form.**

**Home Specific Information:**

Electrical Company Name and Phone # \_\_\_\_\_

Water Company Name and Phone # \_\_\_\_\_

Trash/ Recycling Name and Phone # (if applicable) \_\_\_\_\_

Gas Company and Phone # (If applicable) \_\_\_\_\_

**Internet provider** \_\_\_\_\_

**Cable provider** \_\_\_\_\_

Home Warranty Company Name and Phone# \_\_\_\_\_

Policy # \_\_\_\_\_

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? \_\_\_\_\_

**Is there a pool?** Y/N (*If No skip to next section.*)

The pool is *chlorine/ salt water* (circle one)

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

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

Name of Pool Vendor and Contact info: \_\_\_\_\_

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 (circle one)

Is there any Pool Equipment Included? Have parts been replaced or the inside of the pool resurfaced (Y/N)? \_\_\_\_\_

**Property Information:**

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

# Bedrooms: \_\_\_\_\_

# Bathrooms: \_\_\_\_\_

Garage: Y/N 1 car 2 car other: \_\_\_\_\_

Total Home Square Footage: \_\_\_\_\_

Year Built: \_\_\_\_\_

Provide a brief description of your property: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Home Access:**

Access codes (Write N/A next to each if there is no code) Gate Code: \_\_\_\_\_

Front Door Keypad Code: \_\_\_\_\_

Garage Code: \_\_\_\_\_

Security Alarm Brand \_\_\_\_\_

Security Alarm Code: \_\_\_\_\_

List any other code we need to know (description of code and list actual code):

\_\_\_\_\_

Would you like to add a MojoLock to the property? Y/N

The MojoLock would eliminate having to change locks after each tenant and can be remotely accessed by RentWorks team, vendors, owners and tenants. See RentWorks FAQ for more information.

List the age of the following appliances: (Mark **N/A** if not applicable)

Refrigerator \_\_\_\_\_ Washer/ Dryer : \_\_\_\_\_

Range \_\_\_\_\_ Dishwasher \_\_\_\_\_

Air Conditioner: \_\_\_\_\_ Microwave \_\_\_\_\_

Water Heater: \_\_\_\_\_ Garbage Disposal \_\_\_\_\_

Sprinkler/ Pump: \_\_\_\_\_ Other \_\_\_\_\_

Water Softener (Y/N): Age: \_\_\_\_\_ Make: \_\_\_\_\_

Location of Main Water Valve: \_\_\_\_\_

Location of HVAC filter: \_\_\_\_\_

Location of Water Heater: \_\_\_\_\_

***Owner Acknowledges the property is properly zone for leasing:***

***Owner(s) Initials:*** \_\_\_\_\_

**Extra Information:**

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 (Circle One) Does HOA cover landscaping? Y/N

If **YES**, name and phone # of the landscaping company or person you are paying for:

How frequent do landscapers currently visit?

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

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?

\$ \_\_\_\_\_

Who was the builder of the home? \_\_\_\_\_

Are original or renovated plans available? Y/N (circle one)

Does the property need a mailbox key to gain access? Y/ N (circle one)

Mailbox number: \_\_\_\_\_

Mailbox location: \_\_\_\_\_

**Leasing Information:**

Minimum Security Deposit Required \$ \_\_\_\_\_

Minimum Rent desired \$ \_\_\_\_\_

Move in Availability: \_\_\_\_\_

Desired Lease Term: \_\_\_\_\_

Showing Availability: \_\_\_\_\_

Are Pets allowed? **Y/N** If yes, how many? \_\_\_\_\_

Cats: Y/N

Dogs: Y/N Dog size: small/ medium/ large/ no restrictions (circle one)

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 (circle one)**

Example of our 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:

**Rentworks Property Management HOA Payment Authorization**  
**Form**

This document is valid for one Homeowners Association (HOA) payment agreement.  
**(Additional Associations/and or properties require a separate agreement to be signed)**

This document authorizes Rentworks LLC (Manager) to pay Homeowner Association Fees on the behalf of \_\_\_\_\_ (Owner) for Property located at \_\_\_\_\_ to the Homeowners Association listed below.

Owner acknowledges that it is their **sole responsibility** of ensuring the accuracy of this document, informing Manager of any changes to this document, and to verify, on a monthly basis, that their Homeowners Association account is up to date and in good standing. Any fees associated with this payment arrangement will not be held liable to Rentworks LLC. Special Assessments by the Homeowners Association are not included in this agreement and will be handled between Manager and Owner on a case-by-case basis.

It is a Rentworks LLC requirement that HOA payments are made 30 days in advance. Thus, first payment will be a double payment.

If the Homeowners Association requires that payment is mailed in with a payment slip, it is the sole responsibility of the Owner to provide Rentworks with a copy of the payment coupon book.

Rentworks LLC charges the Homeowner \$18.75/month for this service.

HOA name: \_\_\_\_\_

Mailing Address of HOA Payment to be sent to: \_\_\_\_\_

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HOA contact person: \_\_\_\_\_

HOA contact phone number: \_\_\_\_\_

HOA contact email address: \_\_\_\_\_

HOA mailing address if different from HOA payment address:

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HOA payment amount: \$ \_\_\_\_\_ HOA payment due date: \_\_\_\_\_

HOA pay cycle: Monthly? Yearly? \_\_\_\_\_

(If not monthly, what are the exact payment dates?)



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Is there an electronic payment option? Y or N: \_\_\_\_\_  
If yes, please provide the login information, digital payments are preferred over mailed payments.  
HOA Website: \_\_\_\_\_

Login Username: \_\_\_\_\_

Password: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Any Additional Comments or Notes about the Property: