

INNOVATIVE PROPERTY MANAGEMENT, INC.  
G-6235 CORUNNA RD. SUITE D.  
FLINT, MI 48532  
(810) 732-3355 FAX 1-866-306-5103

**PROPERTY WORKSHEET**

Property Address \_\_\_\_\_  
\_\_\_\_\_

Primary owner's name \_\_\_\_\_

Secondary owner's name \_\_\_\_\_

Owner status: (1) Single-prop owner or (2) Multiple-prop owner

Owner status: (1) individual or (2) joint tenants  
(3) partnership or (4) corporation

Owners social security # \_\_\_\_\_  
Or Tax ID# \_\_\_\_\_

Owners Drivers License # \_\_\_\_\_

Owner Home phone \_\_\_\_/\_\_\_\_/\_\_\_\_ Owner Work phone \_\_\_\_/\_\_\_\_/\_\_\_\_

Owner Cell number \_\_\_\_\_ Owner Fax number \_\_\_\_/\_\_\_\_/\_\_\_\_

Emergency Contact \_\_\_\_\_

Owners Address \_\_\_\_\_

Balance disposition (1) Send To owner (2) Hold for owner (x)

Special disposition name and address \_\_\_\_\_

Bank Account Number \_\_\_\_\_

Mortgage Company name and  
address \_\_\_\_\_

Mortgage ID number \_\_\_\_\_

Mortgage payment amount \_\_\_\_\_

Insurance Company Name\_\_\_\_\_

Agent Name & Phone number \_\_\_\_\_

Percent commission\_\_\_\_\_ and/or flat fee \$\_\_\_\_\_

1. Type property: (1) house (2) Duplex (3) triplex (4) quadriplex  
(5) apartment (6) condominium (7) townhouse (8) efficiency apt (9) mobile home

2. Type floor plan: (1) Single story (2) split level (3) two story (4) multi story

3. Type construction: (1) brick (2) brick veneer (3) cinder block (4) asbestos shingle  
(5) wood (6) alum/vinyl siding (7) aluminum/brick (8) stucco

4. Number of bedrooms \_\_\_\_\_

5. Number of Bathrooms\_\_\_\_\_

6. Type living room (1) living room (2) live-in room (3) formal living room (4) living room-  
fireplace.

7. Type family room (1) no family room (2) family room/den (3) study/library (4) game/rec  
room (5) den with fireplace

8. Type dining room (1) dining area (2) kitchen dining area (3) dining room (4) formal dining  
room

9. Type kitchen (1) efficiency kitchen (2) Kitchen (3) luxury kitchen (4) country kitchen  
(5) breakfast area (6) breakfast bar

10. Does home come with a stove? \_\_\_\_\_ Type \_\_\_\_\_

11. Does home come with refrigerator? \_\_\_\_\_

12. Does home have a dishwasher? \_\_\_\_\_

13. Does home have a garbage disposal? \_\_\_\_\_

\*\*Will owner repair any appliances in the home if they break or will the tenant be responsible to  
repair them or get their own appliances? \_\_\_\_\_

14. Laundry facilities: (1) no laundry facility (2) garage laundry area (3) closet laundry area  
(4) kitchen laundry (x) laundry in basement (6) Laundromat available

15. Does home come with a washing machine? \_\_\_\_\_

16. Does home come with a Dryer? \_\_\_\_\_ Type \_\_\_\_\_

17. Is there a basement? \_\_\_\_\_ is it finished? \_\_\_\_\_

18. Carpeting: (1) fully carpeted (2) partial carpeting (3) hardwood floors (4) tile floors

19. Parking facilities: (1) street parking (2) private parking (3) carpad (4) carport (5)carport/garage (6) single car garage (7) double car garage (8) detached garage

20. Type of heating used in home: (1) Electric heat (2) gas heat (3) oil heat (4) wall heaters (5)space heaters (6) gas hot water heat (7) propane heat

Utilities-Which munic. \_\_\_\_\_ 1. Sewer only 2. Water only(no sewer), 3. Water & Sewer 4. Well and septic

Tenant pays: 1. Gas and Electric 2. Electric only 3. Gas only 4. Propane 5. Fuel Oil

21. Type of cooling in the home: (1) none (2) window air units (3) central air

22. Does the home have ceiling fans? \_\_\_\_\_

23. Are there any special features about the yard of the home? \_\_\_\_\_

24. Is the yard fenced in? \_\_\_\_\_

25. Lawn care/snow removal: (x) tenant maintains (2) company maintains (3) owner maintains (4) Company lawn/tenant snow (5) Tenant lawn/company snow

26. Pet restrictions: (1) no pets allowed (2) pets with deposits (3) no dogs allowed (4) no cats allowed (5) Pets outside only

27. Square footage of the home \_\_\_\_\_

28. Rent amount \_\_\_\_\_

29. Security deposit amount \_\_\_\_\_

30. Lease term \_\_\_\_\_ Months

31. Elementary school name \_\_\_\_\_

32. Junior high school name \_\_\_\_\_

33. Senior high school name \_\_\_\_\_

34. Primary tenant's name \_\_\_\_\_

35. Secondary tenant's name \_\_\_\_\_

36. Tenant's home phone \_\_\_\_\_/\_\_\_\_\_

37. Tenants cell phone or pager \_\_\_\_\_/\_\_\_\_\_

38. Tenant's employer \_\_\_\_\_

39. Tenant's work phone \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

40. Date lease expires \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

MGTAGREE/PROPERTY WORKSHEET