



GOLDEN PROPERTY MANAGEMENT

ADDRESS: \_\_\_\_\_

## Property Profile Information Sheet

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

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

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Owner Pays: (circle ones that apply)

- Water
- Sewer
- Cable
- SDGE
- Trash
- Landscaping

Location:

Water Shut Value: \_\_\_\_\_

Circuit Breaker Box: \_\_\_\_\_

Owners Preferred Vendors:

Gardner: \_\_\_\_\_

Sprinklers: Y or N    Automatic: Y or N

Timer: Y or N    Location: \_\_\_\_\_

Plumbing: \_\_\_\_\_

Handyman: \_\_\_\_\_

Towing Company: \_\_\_\_\_

Laundry Services: \_\_\_\_\_

Services:

Cox or Time Warner or Dish Network

Tenant allowed to install Satellite Dish on property/roof? Y or N

Water District: \_\_\_\_\_

Trash Company: \_\_\_\_\_

Trash Days: M T W TH F S

CONDO/TOWNHOME (if applicable):

HOA Property Mgmt Company: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

COPY of RULES & REGs: Yes or No \*\*\*\*where are they located \_\_\_\_\_

**Owner Emergency Contact:** (in case not able to get in touch with you a family or friend we can call on your behalf)

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Tenant Pays Utilities:

Water \*\*\*\*\*Will water company allow water bill be changed into Tenant(s) Name? Y or N

Sewer

Cable

SDGE

Trash

Landscaping

Minimum Length of Lease: \_\_\_\_\_

Max length of Lease: \_\_\_\_\_

Tenant Security Deposit: \_\_\_\_\_

Security Deposit held in GPM Trust Acct: **Y or N**

Keys: Door Keys No. \_\_\_\_\_

Garage Door No. \_\_\_\_\_

Mailbox No. \_\_\_\_\_

Common Area No. \_\_\_\_\_

FOB No. \_\_\_\_\_

Parking Space/Garage # & Location: \_\_\_\_\_

Storage Space # & Location: \_\_\_\_\_

If Property is currently occupied:

Problems with Tenants: **Y or N**

Tenant Contact Number: \_\_\_\_\_

Tenant Email Address: \_\_\_\_\_

SPECIAL Info on the Property: \_\_\_\_\_

\_\_\_\_\_