



ADDRESS: _____

Property Profile Information Sheet

Owner New: _____

Owner Mailing Address: _____

Owner Contact Number: _____

Owner Email: _____

Owner Work Number: _____

Bank Name & Acct: _____

Owner Pays Utilities:

Water

Sewer

Cable

SDGE

Trash

Owners Preferred Vendors:

Landscaping: _____

Sprinklers: Y or N TIMER: Y or N

Pest Control: _____

Plumbing: _____

Handyman: _____

Towing Company: _____

Laundry Services: _____

Services:

Cox or Time Warner or Dish Network

Water District: _____

Trash Company: _____

Trash Days: _____

MORTGAGE & INSURANCE:

Mortgage Company: (get copy of mortgage statement if GPM is paying mortgage)

Insurance Company: **** Must get copy of Insurance on Property

Insurance Carrier: _____

Policy Number: _____

Contact Number: _____

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

Sewer

Cable

SDGE

Trash

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. _____

Parking Space/Garage # & Location: _____

Storage Space # & Location: _____

If Property is occupied:

Problems with Tenants: **Y or N**

History on Tenants: _____
