

SLI Properties, LLC

Property Management Information Form

— PLEASE RETURN WITHIN FIVE DAYS —

Client Information:

1. Your name: _____
2. Mailing address: _____
3. Telephone: H _____ W _____
CELL _____ FAX _____
4. Primary e-mail _____ Alternate: _____
5. E-mail address to send your monthly statements: _____
6. If we will be mailing your rental proceeds checks to a financial institution, indicate its name, your account number and attach a deposit slip to this form:
Name of financial institution: _____
Account number: _____
7. Homeowner's or condominium association management company's name (be sure to provide us with applicable rules and regulations for the tenant): _____
8. Their telephone: _____ FAX _____

Payments We Will Make for You:

List Homeowners or Condominium Association payments and any other payments to be made by us noting date of first payment:

1. Send payments to: _____
Account number (attach coupon to this form): _____
Address: _____
Payment amount: _____ Date to make first payment: _____

2. Send payments to: _____
Account number (attach coupon to this form): _____
Address: _____
Payment amount: _____ Date to make first payment: _____

3. Send payments to: _____
Account number (attach coupon to this form): _____
Address: _____
Payment amount: _____ Date to make first payment: _____

Property Amenities:

- 1. List all available amenities such as pool, tennis, party room, recreation facility, etc.:

- 2. Available memberships: _____

Tenant Rules and Regulations:

If a condominium, indicate authorized moving days and times, any required fees, if and when fees are refundable and condominium office telephone number:

- 1. Moving schedule: _____
- 2. Fees: _____ Telephone: _____
- 3. Describe available parking, indicating space #(s) if applicable: _____

- 4. Explain parking garage access, note any required deposit, and if and when deposit is refundable:

- 5. If parking registration required, describe: _____
- 6. If pool ID required, describe: _____
- 7. Mailbox# or location: _____
- 8. Storage bin# or location: _____

9. Is tenant responsible for yard maintenance? _____ If so, describe exact areas of responsibility:

10. Does trash service provide leaf removal from curb? _____

11. Trash removal provided by HOA? _____ City/county? _____ Private contractor? _____

Pickup schedule: _____

12. If private contractor indicate name and telephone: _____
_____ Telephone: _____

13. List any other tenant responsibilities to be included in lease such as swimming pool or hot tub maintenance, hardwood floor protection, septic field switching, etc.:

Contracts:

1. List any service or maintenance contracts currently in effect noting account number, contractor, expiration date and telephone number of contractor:

2. List any appliances or fixtures currently under warranty, noting expiration date:

3. Your fire/liability insurance company: _____

4. Your fire/liability insurance policy number: _____

5. Your agent's name and telephone number: _____

6. If you have any kind of pest control or termite warranty in effect is it to be continued by us? _____ If yes, please list vendor name and telephone number:

Vendor's name: _____ Telephone: _____

7. Is there a security system? _____ If yes, please list monitoring company name, telephone number and the current access code:

_____ Code: _____

Utilities:

1. List utilities included in rent: _____
2. List appropriate vendor of the following utilities and services not included in rent:
Electric: _____ Gas: _____
Water: _____ Sewer: _____
Cable TV: _____ Trash: _____
3. Indicate any utilities currently in use: [] electric [] gas [] oil [] water; Don't forget to have the billing address changed to our office.

Repairs:

1. List any repairs, improvements or restorations in progress, including contractors' names and telephone numbers:

2. List any known repairs, improvements or restorations that we should initiate for you:

Property Information:

1. Location of main water shut-off: _____
2. Location of outside faucet(s) shut-off: _____

3. Location of circuit breaker or fuse box: _____
4. Location of sump pump(s): _____
5. Location of gas meter: _____
6. Location of smoke detector(s): _____

7. Indicate the total number of **different** property keys by placing a "1" on the appropriate line. If a door has two different locks, place a "2" on the line:
Front ____ Back ____ Side ____ Garage ____ Lobby ____ Mailbox ____ Laundry ____
Storage ____ Window ____ Other _____