

Property Information (FAX to 480-223-5473)



Please complete Pages 1 – 3 IMMEDIATELY
(Pages 4 – 7, if applicable, upon Approved Applicant)

Today's Date: _____

Source: _____

Property Address: _____ County: _____

Neighborhood: _____

Owner(s) Name on Public Record: _____

Contact(s) Name: _____

Day Phone: _____ Evening Phone: _____

E-Mail: _____

- Are you living in the home?: Yes / No Lockbox: _____ Alarm: _____
- If so, when will the property be available for Occupancy? _____
- Do we have your permission to take pictures/video of your home and show the property to potential Tenant/Buyers (T/B)? Yes / No

Bed: ____ **# Full Baths:** ____ **# Half Baths:** ____ **Type:** SFD / TH-Center / TH-End / Other

Basement?: Yes / No **Finished?:** Yes / Partially / No **Bsmt Exterior Exit?:** Yes / No

Parking: Street / Garage for ____ cars- Attached, Detached, Covered Carport

Pet Policy: (Cats?) Yes / No / Case by Case (Dogs?) Yes / No / Case by Case

(Note: property will move faster if you allow pets. You can always ask for an extra pet fee/higher rent for pets.)

Check All Property Features That Apply:

- | | | |
|--|--|---|
| <input type="checkbox"/> Central AC | <input type="checkbox"/> Central Heat (gas/oil/electric) | <input type="checkbox"/> High/Vaulted Ceiling |
| <input type="checkbox"/> Office / Den | <input type="checkbox"/> Walk-In Closets | <input type="checkbox"/> Hardwood Floors |
| <input type="checkbox"/> Fireplace (gas/wood) | <input type="checkbox"/> Tile Floor: _____ | <input type="checkbox"/> Replacement Windows |
| <input type="checkbox"/> Living Room/Family Room | <input type="checkbox"/> Bonus / Rec Room | <input type="checkbox"/> Loft Layout |
| <input type="checkbox"/> Dining Room | <input type="checkbox"/> Breakfast Nook | <input type="checkbox"/> Dishwasher |
| <input type="checkbox"/> Refrigerator Stays | <input type="checkbox"/> Stove / Oven (gas/electric) | <input type="checkbox"/> Microwave |
| <input type="checkbox"/> Granite Countertops | <input type="checkbox"/> Stainless Steel Appliances | <input type="checkbox"/> Attic |
| <input type="checkbox"/> Jacuzzi / Whirlpool Tub | <input type="checkbox"/> Washer/Dryer | <input type="checkbox"/> Swimming Pool |
| <input type="checkbox"/> Balcony, Deck or Patio | <input type="checkbox"/> Yard (Front / Back / Side) | <input type="checkbox"/> Cable Ready |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ | |

Community Features: _____

How are Rent Payments to be made?: Mail Drop Off Bank Deposit Other

(We can get the below information later when you have approved a T/B):

Payable To: _____ **Bank Name :** _____

Mailing Address: _____

Routing #: _____ **Account #:** _____

- *We recommend having an account with a bank with several branches (BOA, Wells Fargo, etc). Most of our Tenant/Buyers will deposit their payment directly into your account.*

Insurance Company: _____ **Paid Via Mortgage? Yes / No**

- *Once a Tenant/Buyer is placed, Owner occupied insurance policies should be converted to a Landlord/Tenant policy with appropriate Dwelling, Hazard and Liability Coverage. See Appendix: Recommended Resources.*

Are You Providing a Home Warranty for the 1st Year?: Yes / No

➤ A home warranty is highly recommended. See Appendix: Recommended Resources for more details.

What Items in the home are Staying?

- Refrigerator
- Washer & Dryer
- Bsmt Items (Extra Freezer, etc.): _____
- Non-Built In Microwave
- Blinds
- Other: _____
- Window Treatments
- Window AC Units

Utility Companies:

Gas: _____ Oil: _____ Water: _____
 Power: _____ Current Oil Level: _____

➤ For counties that don't allow the tenant to put the water bill in their name, the water bill MUST remain current during the rent-to-own period regardless of T/B's payment as non-payment is subject to tax sale. T/B is responsible for the water bill per the Rental Agreement.

Security Alarm System: Yes / No Pass code: _____

Is the Service Fee included with the monthly rent? Yes / No

Will T/B be required to take over a Service contract upon purchase? Yes / No

Service Company: _____ Contact #: _____
 Current Fee: \$ _____ Mo / Qtr / Yrly Length of Contract: _____ Months completed: _____

Property Certifications, Licenses & Required Registrations: Year Built: _____

1. Current Lead Cert? Yes / No Certificate #: _____ Expires: _____

- Homes built from 1950 and 1978: Although NOT required, we recommend getting the property at least limited lead certified due to recent lead paint legislation.
- Homes built before 1950: Lead Certification is REQUIRED & you MUST also register with MD Department of the Environment (MDE).
- All non-Lead FREE certifications must be reinspected & recertified with each new resident turnover.

Check Here and INITIAL if property will be Lead Certified prior to occupancy (if applicable). Please see Appendix: Recommended Resources. INITIALS: _____

2. Rental Registered? Yes / No Registration #: _____ Expires: _____

Check Here and INITIAL if property will be Rental Licensed prior to occupancy (if applicable). Please see Appendix: Recommended Resources. INITIALS: _____

3. Property Taxes Current? Yes / No Tax Amt: \$ _____ Next Due: _____

Taxes paid thru Mortgage Payment Escrow? Yes / No
If Not Current, Reinstatement Amt: \$ _____ Due Date: _____

4. Is there Ground Rent? Yes / No **If YES, please complete Ground Rent Addendum.**

➤ Like a water bill and HOA, this is a lienable and FORECLOSABLE bill that MUST remain current during the rent-to-own period.

5. Is there an HOA? Yes / No **If YES, please complete HOA Addendum.**

Maryland Law: Homebuyers must receive disclosure of an HOA at least five days before the close of the sale for new developments and 20 days before resale of homes in an existing development. If the buyer is not given this notice, he has five days after the close of the sale (20 days for a resale) to cancel the purchase. The disclosure must include 1. articles of incorporation, 2. Bylaws, 3. Rules, 4. statement of fees, 5. explanation of the use of the fees, and 6. procedures for the HOA.

- Like a mortgage, this is a lienable and FORECLOSABLE bill that MUST remain current.
- HOA Fee: _____ HOA Covers/Amenities: _____

Pricing Information

Desired Monthly Rent: \$ _____ **Minimum Monthly Rent:** \$ _____

Desired Sales Price: \$ _____ **Minimum Sales Price:** \$ _____

By signing below I hereby attest that I am the legal owner of the aforementioned property or other party with legal equitable interest that would enable me to enter into lease and option agreements and collect rents. I further attest that the property is not presently in foreclosure, that the mortgage(s) is current, has been in good standing for the past 12 months, and will be current prior to tenant occupancy.

Owner _____	Date _____
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Mortgage Addendum

Prior to Placing a Rent-To-Own Tenant/Buyer in Your Property, you MUST complete ONE of the following:

1. **Submit a Copy of the Most Recent Mortgage Statement(s) OR**
2. **Submit Proof of Current Mortgage(s) OR**
3. **Complete the Below for Verification**

	<u>1st Mortgage</u> YES / NO	<u>2nd Mortgage</u> YES / NO
Is Loan Current: (circle one)		
If No, Reinstatement Amount:	_____	_____
Lender:	_____	_____
Phone Number:	_____	_____
Loan #:	_____	_____
Current Principal Balance:	_____	_____
Monthly Payment:	_____	_____
Taxes & Insurance Included?:	YES / NO	YES / NO
Current Interest Rate:	_____	_____
Is Rate Fixed or Adjustable:	_____	_____
How / When Does it Adjust:	_____	_____
Balloon Date:	_____	_____
Prepayment Penalty?:	YES / NO	YES / NO
Has Loan Ever Been Modified?:	YES / NO	YES / NO

Optional for verification purposes only (OR submit most recent Mtg Stmt):

Online Web Address (optional):	_____	_____
Online Login & PW (optional):	_____	_____