

Grants Pass Property Management, Inc.
431 N.E. 7th St./PO Box 1696 (mailing address)
Grants Pass, OR 97528
541-476-8967/541-472-0614 fax

MANAGEMENT WORKSHEET

Property Owner Name _____ Telephone Hm/cell _____

Fax # _____ Wk # _____ e-mail address _____

Mailing Address: _____

City, State, Zip _____ Tax ID or SS# _____

Property Address: _____ Unit #'s _____

Insurance Co., Policy #, Agent & Phone #: _____

CURRENT TENANT INFORMATION

Tenant Name _____ Telephone _____

Monthly rent: _____ Security Deposit: _____ Due Date: _____ Other: _____

INSTRUCTIONS TO MANAGER

DISBURSE MONTHLY NET INCOME: a) Directly to Owner OR b) Deposit into LOCAL bank account # _____ at _____ (Please circle your choice) IF YOU CHOOSE (B), OR IF YOU DESIRE TO HAVE US MAKE PAYMENTS FOR INSURANCE OR MORTGAGE, THERE WILL BE A \$10.00 CHARGE EACH MONTH FOR EACH SERVICE. A reserve of one (1) months mortgage payment shall be held in reserve for those accounts where Manager makes payment for Owner. ALSO, YOU MUST PROVIDE PRE-PRINTED WITH ACCT. NUMBER DEPOSIT SLIPS AND/OR PAYMENT STUBS. _____ (PLEASE INITIAL)

DO YOU PREFER TO HAVE THE MONTH END ACCOUNTING STATEMENTS EMAILED TO YOU RATHER THAN FIRST CLASS MAILED? YES _____ NO _____ (PLEASE INITIAL)

Each accounting period runs from the first to the 20th of each month. All current accounting will be mailed to you on or before the 25th of each month unless falling on a weekend or holiday, then the following business day.

1. Who is responsible for grounds maintenance while occupied? Tenant or Owner (circle one)
Which area(s)? _____

Who is responsible for grounds maintenance while vacant? Agent or Owner (circle one)
Which area(s)? _____

(Owner shall be responsible for grounds care expenses during vacancies. GPPM can provide grounds maintenance on a "bid" basis or one time clean up for \$40.00 per hour)

2. Does your property have a spa or swimming pool? _____ Septic? _____ Location? _____
Last time septic tank pumped? _____ Fireplace/Wood stove (circle one) _____
Last time Fireplace/Woodstove cleaned? _____ Other? _____

3. Who will make payments for the following: (Please designate "O" for owner or "M" for manager – Payments will be made only with sufficient funds – Manager will not be responsible for late fees – Owner will be responsible to see that billings, if necessary, are sent in care of GPPM for payment.)

INSURANCE _____ MORTGAGE _____ TAXES _____ OTHER _____

4. May tenant have pets? _____ Restrictions? _____

5. Is this a NON-SMOKING property? _____ Other? _____

6. Services and utilities (please designate "O" for Owner or "T" for Tenant):

Electricity _____ Water _____ Sewer _____ Garbage _____ Gas _____ Propane _____

Other utilities or utility disclosure: _____

7. Appliances furnished by Owner for tenant use (must be kept in good working order):

8. Owner's Personal property being left on property, if any: _____

9. Preference of licensed/bonded person/firm as first choice to do repairs: _____

Phone _____. If GPPM personnel is used there will be a charge of \$40.00 per hour (subject to change)

10. Have carpets been professionally cleaned? _____. If "no", then Owner authorizes GPPM to have carpets professionally cleaned prior to tenant taking occupancy.

11. Do you authorize GPPM to have necessary cleaning/minor repairs taken care of to get the property in "rent ready" condition? _____ (if "no", please contact office to discuss).

12. Description of property for advertising: _____

13. Are you willing to comply with all laws and the Fair Housing Acts? _____

14. What year was the unit built? _____

15. How did you hear about us? ___ Newspaper ___ Internet ___ Sign ___ Telephone Book

Other: _____

16. Other pertinent info. to be attached to rental agreement: _____

(use additional sheet if necessary)

17. Heat type/source: _____ A/C type/source: _____

18. Is your property located within the 100 year flood plain: _____ Yes _____ No. It is the responsibility of the OWNER to verify this information & provide it to Manager. Owner is could be liable for any damages as a result of this property being within the 100 year flood plain to the tenant. This information will become part of the tenant's rental agreement as required by HB 2614 from the 2009 State Legislature.

19. Is your property in jeopardy of foreclosure or any other action in the near or foreseeable future? ___ Yes ___ No
Owner must notify Manager of any pending actions that could result in any change relating to this rental property in order to properly notify the tenants as required by HB 2614 from the 2009 State Legislature.

20. Availability Specific Date for Occupancy: _____

Authorized Owner

Authorized Owner

(OFFICE USE)

Base fee _____ Placement fee _____ Mileage _____ "For Sale" _____ Other _____ Total: _____

Set up fee _____ Owner Reserve _____ Commencement Date _____ Account # _____