**Property Intake Form**

Lead Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Owner Information:**

Property Owners Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Property Information:**

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_

Ever listed? Yes No How Long? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expired Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Price: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Canceled? Y N

**Owner occupied:** Y N **If no, is it rented:** Y N **Mo Rent:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lease Termination Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Property Style**: Ranch, 2-Story, TriLvl, Stick-Built, Modular, Mobile

**# of Units & Configuration:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**# Beds:** \_\_\_\_\_\_\_ **# Baths:** \_\_\_\_\_\_\_\_ **Garage:** # of Cars \_\_\_\_\_\_\_\_ Attached, Detached

**Rooms:** Fam, Rec, Den, Office, Dine, Loft, Sun, **OutBldg:** Shed, Barn, Dog Pen

**Heating:** FAG, FAE, WoodStv, FirePlc, Solar, ElecBaseboard, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A/C:** None, Central, Windows,

**Hot Water:** Installation Date \_\_\_\_\_\_\_\_ Tank, On Demand, NGas, Electric

**Basement Type:** None, Crawl, Partial, WlkOut, Full **Finishing:** Unf, Partial, Full

Main SF \_\_\_\_\_\_\_ Bsmt SF \_\_\_\_\_\_\_ Other SF \_\_\_\_\_\_\_\_ Total SF \_\_\_\_\_\_\_ Lot Size \_\_\_\_\_\_\_\_

**Property Taxes**: $\_\_\_\_\_\_\_\_\_\_\_\_ **Year Blt**: \_\_\_\_\_\_\_\_\_\_ **Year Remodeled**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Property Condition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Seller’s estimated Cost of Rehab or Repairs:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**As-Is Value:** $\_\_\_\_\_\_\_\_\_\_\_\_ **ARV Value:** $\_\_\_\_\_\_\_\_\_\_\_\_ **Asking Price:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Financing:** Is property owned free and clear? Y N If no, what loans currently in place?

**Contact Record**

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| --- | --- | --- |
| **Date** | **Form of Contact**  Call, Email, Visit, Text, Etc. | **Notes** |
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