

# Lakeside Property Rentals LLC

100 Chota Center  
Loudon, TN 37774  
865-408-3100  
[www.lakesidepropertyrentals.com](http://www.lakesidepropertyrentals.com)

## PROPERTY INFORMATION SHEET

Complete one for each property you own

### Personal Information:

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

(FAX) \_\_\_\_\_ Email(s): \_\_\_\_\_

Your preferred contact method: *Call Text Email*

Homeowner's Insurance Company Name: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Property Information:

Property Address: \_\_\_\_\_

Is the property currently occupied? *Yes No*

- If yes, provide tenant contact information, application, lease agreement and other applicable documents, tenant ledger, remit tenant paid Security Deposit(s).
- If no, when is the property available? \_\_\_\_\_

Rental Preferences: (*check all applicable*) *3 month: \_\_\_\_\_ 6 month: \_\_\_\_\_ 12 month: \_\_\_\_\_*

Desired Rental Income: *Minimum: \_\_\_\_\_ Maximum: \_\_\_\_\_ Flexible*

Property Type: *stand-alone home / condo / townhome / duplex / multi-plex / other: \_\_\_\_\_*

Neighborhood: \_\_\_\_\_ Builder: \_\_\_\_\_

Home Age: \_\_\_\_\_ Date Available: \_\_\_\_\_ Total Sq. ft: \_\_\_\_\_

Sq. ft / Main: \_\_\_\_\_ Sq. ft / Lower: \_\_\_\_\_ Sq. ft / Other: \_\_\_\_\_

Sq. ft / Lower Level (*basement*): \_\_\_\_\_ *Finished Unfinished*

Property View / Frontage: \_\_\_\_\_

# Bedrooms: \_\_\_\_\_ # Baths: \_\_\_\_\_ Garage: \_\_\_\_\_

Other Features: \_\_\_\_\_

Are any areas of the home restricted from tenant use? *Yes No* If yes, please list: \_\_\_\_\_

Water Service: *City Well* If city, with whom? \_\_\_\_\_

Sewage Removal: *City Septic* If city, with whom? \_\_\_\_\_

Type Heat: *Electric Gas Propane* Through whom? \_\_\_\_\_

HVAC System type: \_\_\_\_\_ Brand: \_\_\_\_\_ Age: \_\_\_\_\_

Irrigation System: Yes No If yes, Managed by: \_\_\_\_\_

Pest Control: Yes No If yes, Managed by: \_\_\_\_\_

Home Warranty: Yes No If yes, through whom: \_\_\_\_\_

Appliance Insurance: Yes No If yes, through whom: \_\_\_\_\_

POA Dues to be Paid by: Owner Tenant If owner pay, may tenants use privileges? Yes No

Smokers: NO (all units are non-smoking. If your home has been smoked in, you must pay for an ozone smoke remediation and cleaning to remove any residue and smell)

Pets: Cats Dogs Small Animals Reptiles Birds Fish None

For dogs, indicate preferences (size, breed, etc.) \_\_\_\_\_

School system: Elementary School: \_\_\_\_\_

Middle School: \_\_\_\_\_

High School: \_\_\_\_\_

**Amenities:**

Appliances Included: Stove Microwave Refrigerator Dishwasher Washer Dryer Water Softener

Other (list) \_\_\_\_\_

Service Contract: Yes No If yes, with whom? \_\_\_\_\_

Select One: Unfurnished Furnished (If furnished, please complete the following)

Beds (# of):

\_\_\_\_\_ King

\_\_\_\_\_ Queen

\_\_\_\_\_ Full

\_\_\_\_\_ Twin

\_\_\_\_\_ Daybed/Trundle

\_\_\_\_\_ Hide-a-bed

Electronics (# of):

\_\_\_\_\_ TV

\_\_\_\_\_ Blu-Ray

\_\_\_\_\_ DVD

\_\_\_\_\_ VCR

\_\_\_\_\_ Stereo

(indicate tv types, sizes, and locations)

Whirlpool Tub: Yes No Location(s): \_\_\_\_\_

Grill: Gas Propane Charcoal If Propane is it run to the grill or does it need a tank? Yes No

Fireplace: Gas Propane Wood Are tenants allowed to use the fireplace? Yes No

Screened Porch: Yes No Deck: Yes No When last painted/stained? \_\_\_\_\_

High Speed Internet Provided: Yes No Wireless: Yes No

Internet Username: \_\_\_\_\_ Password: \_\_\_\_\_

Television: Cable Satellite Other: \_\_\_\_\_ Provided? Yes No

Grill: Gas Propane Charcoal If Propane is it run to the grill or does it need a tank? Yes No

Other Amenities: \_\_\_\_\_

**Home Maintenance Responsibilities:**

Lawn Maintenance: *Owner Tenant Contractor* If contractor, through whom: \_\_\_\_\_

Tree/Shrub Trimming: *Owner Tenant Contractor* If contractor, through whom: \_\_\_\_\_

HVAC: *Owner Tenant Contractor* If contractor, through whom: \_\_\_\_\_

How Often do you need them changed? \_\_\_\_\_

Smoke/Carbon Monoxide Detectors: *Owner Tenant Contractor*

If contractor, through whom: \_\_\_\_\_

**Other:**

Is this property listed for sale?      Yes      No      If yes, will it be listed while rented?      Yes      No

Listing Agent/Co. & phone: \_\_\_\_\_

In a paragraph, describe your property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How did you hear about Lakeside Property Rentals LLC? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please briefly tell us your goal for your property. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there anything else you would like us to know? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list the name and account numbers for your utility provider(s).

Electric Company:           Name: \_\_\_\_\_  
  Address: \_\_\_\_\_  
  Phone / Contact Number: \_\_\_\_\_  
  Account Number: \_\_\_\_\_

Gas Company:                Name: \_\_\_\_\_  
  Address: \_\_\_\_\_  
  Phone / Contact Number: \_\_\_\_\_  
  Account Number: \_\_\_\_\_

Water/Sewer Company:      Name: \_\_\_\_\_  
  Address: \_\_\_\_\_  
  Phone / Contact Number: \_\_\_\_\_  
  Account Number: \_\_\_\_\_

Oil/Propane Company:      Name: \_\_\_\_\_  
  Address: \_\_\_\_\_  
  Phone / Contact Number: \_\_\_\_\_  
  Account Number: \_\_\_\_\_

Please notify all of your utility providers that your home will be a rental property. They may have a program which will automatically return the utilities to your name when a tenant vacates. This will eliminate the utilities being inadvertently turned off when a tenant vacates and may save you the cost of transferring them back into your name. Provide them with our information as the local contact for your property and an authorized agent who can request changes to your account.

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*Lakeside Property Rentals fully complies with the Fair Housing Laws and the Americans with Disabilities Act.*