



Owner and Property Information

Welcome to the Blackarc family! We are excited to work with you and appreciate your business. Please complete this form so we have the necessary information to successfully manage your property.

CHECKLIST

- Complete Owner and Property Information
 - This form will ask you to provide owner information, business/trust information (if owned by business/trust), building and unit information and amenities, advertising guidelines, utility company information, maintenance information, tenant information (if occupied), and other supporting information.
- Provide proof of property liability and hazard insurance.
- If tenant occupied, send all leases, rental applications, and a copy of the current tenant ledger.
- Complete and sign the management agreement and W-9. The forms will be sent to you electronically.
- If tenant occupied, transfer all security deposits and liabilities (last month's rent, pet deposits, utility deposits, etc.) to Blackarc.
- Provide at least two sets of keys to each door.
- Provide all garage door remotes.
- Set-up Landlord Agreements with corresponding utility companies (this is important because it helps us avoid issues with utilities and potential damage caused by service disconnection).



Owner and Property Information

How did you hear about Blackarc? _____

Why did you choose to use our management services? _____

How long have you owned the property? _____

How long do plan on owning the property? _____

In years, how long has the property been a rental (enter 0 if this is a first time rental)? _____

Are you interested in purchasing more rental properties? _____

Property Entity type (LLC, sole proprietor ship, etc.)? _____

Number of Owner(s) _____

Owner #1 _____

Mailing address _____

Email _____ Cell Phone _____

Other Phone _____ Percentage of Ownership _____

Preferred Method of Contact: Phone Email

Owner #2 _____

Mailing address _____

Email _____ Cell Phone _____

Other Phone _____ Percentage of Ownership _____

Preferred Method of Contact: Phone Email



UTILITIES

Who will be responsible for these utilities during the tenancy (please circle)?

Electrical	NA	Owner	Tenant	If tenant, is it individually metered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Gas	NA	Owner	Tenant	If tenant, is it individually metered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Water & Sewer	NA	Owner	Tenant	If tenant, is it individually metered?	<input type="checkbox"/> Yes <input type="checkbox"/> No

- Do you have a master water meter or other meters the tenant is not responsible for paying or that needs to

Billed to the tenant? If yes, please explain _____

Garbage NA Owner Tenant

Garbage Collection Day _____ # Garbage Cans _____

Is the water and sewer infrastructure in the county or city? City County, If county please explain or if other
waters sources are used i.e. well please indicate _____

PARKING

How many parking spaces do you have? _____

How many handicap spaces? _____

Do you have a car port? If yes, how many spaces are covered? _____

Do you have garage space? If yes, is it attached to the unit _____. If not, how many garages do you have? _____.

Do you charge a for the garage? _____ If yes, how much? _____



MARKETING

Property Amenities

<input type="checkbox"/> In-unit washer & Dryer	<input type="checkbox"/> Washer and Dryer hookup	<input type="checkbox"/> Laundry facility
<input type="checkbox"/> Pool	<input type="checkbox"/> Fitness Center	<input type="checkbox"/> Dishwasher
<input type="checkbox"/> Free Garage	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Soaking Tub
<input type="checkbox"/> Balcony	<input type="checkbox"/> Dog Park	<input type="checkbox"/> Playground
<input type="checkbox"/> Pet Friendly	<input type="checkbox"/> Granite Countertops	<input type="checkbox"/> Hardwood Flooring
<input type="checkbox"/> Covered Parking	<input type="checkbox"/> Wireless Internet Access	<input type="checkbox"/> Online Payments & Maintenance
<input type="checkbox"/> Garbage Disposal	<input type="checkbox"/> Walk-in Closets	<input type="checkbox"/> Business Center
<input type="checkbox"/> Grilling Station	<input type="checkbox"/> Patio	<input type="checkbox"/> Picnic Area

Additional amenities? _____

Will you allow pets? _____ Dogs _____ Cats _____

Pet Size limitations _____

BUILDING MORTGAGE

Is there a mortgage on the property? _____ If yes, would you like us to be responsible to pay it? Yes No

BUILDING INSURANCE

Company name _____ Policy # _____

Expiration Date _____



MAINTENANCE

This section will go over maintenance information, some add-on services, and criteria and condition standards we abide by for all our properties. Maintenance is a vital part of owning rental property. One mistake owners can make is not budgeting maintenance and repair costs in their purchase or leasing evaluations. You should budget between 10-15% of your gross rents as preventative maintenance and repair costs. Although you may go six months with no repairs, sooner or later, the water heater, furnace, A/C, plumbing, electrical, appliance, roof, or some other part of the property will need to be fixed or upgraded. It is unavoidable, and if you plan and budget for it, it will be less painful. You must maintain your property to be successful.

Who is responsible for the yard care? _____

Sprinkler type and location _____

Cooling Type _____ Heating Type _____

Location of furnace Filter _____ Size of filter _____

Location of Electrical Panel _____

Location of Water Shutoff _____

Date of last interior painting _____

Knowledge of lead-based paint (building build 1978 or later)? _____

Does your property have any warranties? _____

Recommended Maintenance Standards:

Blackarc has developed property standards to assist our clients in accomplishing the following:

1. Reduce your liability as a property owner.
2. Preserve your asset and reduce costs caused by deferred maintenance.
3. Give an advantage in an increasingly competitive market (higher rents, less vacancy time).
4. Provide a safe, clean environment for the tenants and encourage long-term residency.



Blackarc will keep a continual cash reserve for needed maintenance. Please refer to your management for more information.

Optional Services

We recommend that you maintain your furnace and AC unit at least annually. Please indicate below if you would like us to complete this service for \$99 per door/unit or \$150 for both AC and HVAC per door/unit (unit \$20 discount for 3+ at the same location). *Prices are subject to change.*

Furnace Servicing

• Check Motor's Amperage	• Measure Air Flow
• Check Capacitor	• Measure Temperature Differences
• Inspect Wiring and Connections	• Monitor Heating and Cooling Cycles
• Check Duct Work	• Check Blower Fan
• Replace Thermostat Batteries (as needed)	• Clean Burners
• Replace Filter	• Clean Flame Sensor
• Inspect Heat Exchanger	• Clean Chambers
• Check Ignition System	• Check the Flue
• Test Safeties	• Check Condenser Fan
• Check Compressor	• Check Evaporator Coil
• Check Refrigerant Charge	• Check Contactor

AC Servicing

Check Motor's Amperage	Measure Air Flow
Check Capacitor	Measure Temperature Differences
Inspect Wiring and Connections	Monitor Heating and Cooling Cycles
Check Duct Work	Check Blower Fan
Replace Thermostat Batteries (as needed)	Check Compressor
Replace Filter	Check Refrigerant Charge
Clean Condenser Coil	Check Contactor
Check Condenser Fan	

Yes, please enroll me in the HVAC and AC annual service plan to increase the longevity and minimize maintenance issues. If you choose both the price is \$150 per unit or \$99 for one per unit (please initial) _____.



Owner Report Options

The information provided on this form is correct to the best of my knowledge.

Name

Role

Signature

Date