



ALL COUNTY[®]
Colorado Springs
Property Management

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Colorado Springs, CO 80903
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contact@allcountycs.com

Property Worksheet

Thank you for joining the All County[®] team!

One of the first steps we need to take is getting a good overview of your property. Tell us everything! If you have notes or anything else you'd like to say about the item, make sure to include it, especially if you know something that makes your property special. When you're done, just email the form back to us at: contact@allcountycs.com.

General Information

Address: _____

Property Type: _____

Year built: _____

Vacancy date: _____

Available date: _____

Listing price: _____

What does the rent include? (utilities, HOA fees, etc.) _____

Showing times: _____

Are pets okay: _____

What kind: _____

Description

Number of bedrooms: _____

Number of bathrooms: _____

Garage Type: _____

Fireplace: _____

Patio or deck: _____

Fence: _____

Hot tub or jetted tub: _____

Crawl space: _____

Number of ceiling fans: _____

Air conditioning: _____

Washer and dryer: _____

Remotes and Keys

Garage remotes? _____ How many?

Garage code: _____

Fireplace remote: _____

How many different kinds of keys do you need to access the property: _____

How many copies do you have of each key?: _____

Do you have any other remotes, like for a fan? _____

Alarm code: _____

Other code: _____

Neighborhood Information

School District: (Click here for map) _____

Pool, spa, or gym: _____

Clubhouse: _____

Do you live within an HOA? _____ If yes, answer the following questions.

HOA name: _____

HOA address: _____

HOA phone: _____

HOA website: _____

HOA amenities: _____

HOA payment: _____

Where are?

Fuse box: _____

Sprinkler box: _____

Water shut-off: _____

Sprinkler shut-off: _____

Mailbox: _____

Utilities Companies

Electric: _____

Gas: _____

Trash: _____

Water: _____