

CCH PROPERTY MANAGEMENT

Property Description Form

OWNER INFORMATION		
Name		
Address		
City	State	ZIP
Phone	E-mail Address	

PROPERTY INFORMATION		
Address		
City	State	ZIP
SqFt:	Bedrooms:	Baths:
		Type (House, Duplex, Apartment, etc.)
Laundry (hookups, W/D included, coin)	A/C (central, wall, window)	Heat (central, electric, gas, baseboard)
Parking (garage, carport, street)	Garage Code & # of remotes	TV & Internet (Cable, Dish)
Pets (None, cats, dogs, negotiable)	Pet Rent	Pet Deposit
Landscaping (Tenant or CCH)	Irrigation type (sprinklers, flood)	Location of Timer
Location of Mailbox	Mailbox Number	Mailbox Key Code or # of Keys
School District	Fencing (full/partial)	Pool or Clubhouse information
Length of Lease	Deposit Amount	Monthly Amount
Highlights and or Selling Points		

MANAGEMENT INFORMATION – BILLING AND PAYING					
	Owner	Tenant	CCH on behalf of	Company Name	Phone Number
Electric	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Gas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Trash	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Cable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lawn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
HOA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

MAINTENANCE INFORMATION	
Range (Make, Model, Color)	Microwave, or Microhood (Make, Model, Color)
Refrigerator (Make, Model, Color)	Dishwasher (Make, Model, Color)
Washer (Make, Model, Color)	Dryer (Make, Model, Color)
Furnace location (filter size)	A/C Location
Crawlspace type and location	Attic access location
Interior Paint Colors	Exterior Paint Colors

By clicking the 'Submit' button below, I (We) certify that: This property description form is for CCH Property Management. I understand and agree that by submitting this form electronically it is the same as signing this document.

Signature	Date
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