



# OWNER PROPERTY QUESTIONNAIRE (OPQ)

Please complete for each owner and property

Property Address: \_\_\_\_\_  Property has pending attorney/legal activity  
 Owner name(s): \_\_\_\_\_  Property owned in a Trust or other entity  
 Home phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_ FAX: \_\_\_\_\_  
 E-mail Address(s): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_ (We will issue you an annual 1099 to this SSN)  
 Preferred method of contact?  Email  Mail  Phone  Txt/SMS

**Electronic Deposit** (Owner distributions are sent on the 25<sup>th</sup> of the month once books are closed)  
 Bank Name \_\_\_\_\_ Routing Number \_\_\_\_\_  
 Account Number \_\_\_\_\_  Checking  Savings

### General Details

Do **NOT** post a for rent sign at the property  I would like to approve all tenants before leases are signed  
 What is the total rental amount you would like to receive? \_\_\_\_\_  
 What is minimum rental amount you would accept? \_\_\_\_\_  
 Water Company \_\_\_\_\_  Owner pays for this service (included in rent)  
 Electricity Company \_\_\_\_\_  Owner pays for this service (included in rent)  
 Gas/Propane Company \_\_\_\_\_  Owner pays for this service (included in rent)  
 Landscape Company \_\_\_\_\_  Owner pays for this service (included in rent)  
 Pest Control Company \_\_\_\_\_  Owner pays for this service (included in rent)  
 Septic Company \_\_\_\_\_  Owner pays for this service (included in rent)  On Sewer  
 Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_ Renewal Date \_\_\_\_\_  
 Garbage Company \_\_\_\_\_ Day of the week of Pick Up \_\_\_\_\_  Owner pays for this

### Repairs

I would like IPM to arrange all repairs on the property  Please use a specific vendor \_\_\_\_\_  
 Please contact me for approval if above:  \$150  \$250  \$500  No Approval Needed

### Tenant Preferences

No Smokers  Section 8 Okay  No Pets  Cats Okay  Dogs Okay MAX Weight: \_\_\_\_\_  
 Do you have a preference on length of lease?  Month to month  6 month  1 year

### Community Information

Subdivision \_\_\_\_\_ Cross Streets \_\_\_\_\_ School District \_\_\_\_\_  
 Home Owner Association (OWNER must provide copy of CC&R's ) Gate code \_\_\_\_\_  
 HOA Phone: \_\_\_\_\_ HOA Email: \_\_\_\_\_ Mail Box Number: \_\_\_\_\_



**Property Details**

Property Type:  Single Family Home  Duplex  Triplex  Other: \_\_\_\_\_  
 # of Each Unit Type: 1 Bedrooms \_\_\_\_\_ 2 Bedrooms \_\_\_\_\_ 3 Bedrooms \_\_\_\_\_ 4 Bedrooms \_\_\_\_\_  
 Bathrooms per Unit: Bathrooms \_\_\_\_\_ Bathrooms \_\_\_\_\_ Bathrooms \_\_\_\_\_ Bathrooms \_\_\_\_\_  
 Approx Sq. Footage \_\_\_\_\_

**Property Features (Check ALL that Apply)**

<input type="checkbox"/>	Air conditioning	<input type="checkbox"/>	Shutters
<input type="checkbox"/>	Office/Den	<input type="checkbox"/>	Loft area
<input type="checkbox"/>	Built-in BBQ	<input type="checkbox"/>	Grass yard
<input type="checkbox"/>	Security System	<input type="checkbox"/>	Refrigerator
<input type="checkbox"/>	Fireplace	<input type="checkbox"/>	Bonus/Rec room
<input type="checkbox"/>	Dining room	<input type="checkbox"/>	Basement
<input type="checkbox"/>	Hot tub	<input type="checkbox"/>	Dryer *
<input type="checkbox"/>	Intercom system	<input type="checkbox"/>	Washer *
<input type="checkbox"/>	High/Vaulted ceilings	<input type="checkbox"/>	Living Room
<input type="checkbox"/>	Tile floor	<input type="checkbox"/>	Ceiling fans
<input type="checkbox"/>	Breakfast nook	<input type="checkbox"/>	Cable ready
<input type="checkbox"/>	Swimming Pool	<input type="checkbox"/>	Family room
<input type="checkbox"/>	Sound System	<input type="checkbox"/>	Balcony
<input type="checkbox"/>	Walk-in closet	<input type="checkbox"/>	Cul de sac
<input type="checkbox"/>	Dishwasher	<input type="checkbox"/>	Microwave
<input type="checkbox"/>	RV Gate	<input type="checkbox"/>	Patio
<input type="checkbox"/>	Stove/oven	<input type="checkbox"/>	Corner Lot
<input type="checkbox"/>	View lot	<input type="checkbox"/>	Wood Floor

**Property Features Cont. (Check ALL that Apply)**

<input type="checkbox"/>	New Carpet	<input type="checkbox"/>	Dual Paned Windows
<input type="checkbox"/>	Large Lot	<input type="checkbox"/>	Fire Pit
<input type="checkbox"/>	Gazebo	<input type="checkbox"/>	Extra Storage
<input type="checkbox"/>	Fenced Yard	<input type="checkbox"/>	Window Treatments
<input type="checkbox"/>	Intercom System	<input type="checkbox"/>	

**Community Features (Check ALL that Apply)**

<input type="checkbox"/>	Garage Parking	<input type="checkbox"/>	Fitness Center
<input type="checkbox"/>	Lake	<input type="checkbox"/>	HOA landscaped yards
<input type="checkbox"/>	Covered Parking	<input type="checkbox"/>	Horse privileges
<input type="checkbox"/>	Gated Community	<input type="checkbox"/>	Golf course
<input type="checkbox"/>	Tennis Courts	<input type="checkbox"/>	Storage
<input type="checkbox"/>	Clubhouse	<input type="checkbox"/>	Sauna/Spa
<input type="checkbox"/>	Parks/Trails	<input type="checkbox"/>	On-site Laundry
<input type="checkbox"/>	Swimming Pool	<input type="checkbox"/>	Playground
<input type="checkbox"/>	Close to Campus	<input type="checkbox"/>	Near Campus
<input type="checkbox"/>	Fenced Yard	<input type="checkbox"/>	Children's Play Area
<input type="checkbox"/>	Garden Area	<input type="checkbox"/>	Water Feature

\*IPM recommends that all of our rental homes have a washer/dryer/fridge. Let IPM find and install a W/D set?  Yes  No

Average Electric Bill: Summer \_\_\_\_\_ Winter \_\_\_\_\_

**Asset Management/Sales**

- I am interested in selling, trading or re-leveraging this property to maximize my cash flow.
- I am interested in selling this property in the next few years. Your approx. price: \_\_\_\_\_
- I am interested in loaning private financing either to a buyer of my property (owner financing), or to another client of IPM.
- I have a home warranty already.
- I want IPM to purchase a home warranty for this property.

I owe approx. \_\_\_\_\_ on this property (debt balance) with payments of approx. \_\_\_\_\_ per month (mortgage payment). I expect a net cash flow of approx. \_\_\_\_\_ per month.



Comments/Other Notes (Disallowed Pets, Upgrades:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
Date

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
Date