

## Owner Questionnaire

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Company Name \_\_\_\_\_

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

Primary Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### Property Questions

(Please add an additional page if you have more than one property)

Single Unit \_\_\_\_\_ Multi-Unit \_\_\_\_\_ How many Units \_\_\_\_\_

Beds \_\_\_\_\_ Baths \_\_\_\_\_ Basement \_\_\_\_\_ Backyard \_\_\_\_\_ Front Yard \_\_\_\_\_

Washer/Dryer Included \_\_\_\_\_

Has the property been updated? \_\_\_\_\_ Would you like an estimate? \_\_\_\_\_

### OCCUPIED PROPERTIES

How long is the lease agreement? \_\_\_\_\_ Start Date \_\_\_\_\_

What is the Rental Rate? \$ \_\_\_\_\_ (per month) Security Deposit \$ \_\_\_\_\_

Are there applications and written agreements for the current tenants? \_\_\_\_\_

Have the tenants ever been taken to court for any reason? \_\_\_\_\_

What utilities are paid by the tenants? \_\_\_\_\_ (monthly)

Do you have direct access to the property (lockbox, master key, spare key)? \_\_\_\_\_

### VACANT PROPERTIES

Expected Rental Rate \$ \_\_\_\_\_ (List the cost per unit)

Is the property handicap accessible? \_\_\_\_\_ Are Pets Allowed? \_\_\_\_\_

What utilities will the tenants pay? \_\_\_\_\_ BGE \_\_\_\_\_ Water \_\_\_\_\_ Both \_\_\_\_\_

Lead Certified? \_\_\_\_\_ U&O Permit? \_\_\_\_\_

Please list any updates or amenities to the property:

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**Please Include The Services That You May Require (check all that apply):**

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|--|---|---|
| <input type="checkbox"/> Property Management   | <input type="checkbox"/> Monthly Reports      | <input type="checkbox"/> Payment of Taxes     |
| <input type="checkbox"/> Court Representation  | <input type="checkbox"/> Yearly Reports       | <input type="checkbox"/> Payment of Insurance |
| <input type="checkbox"/> Property Improvements | <input type="checkbox"/> Budget Plan Analysis | <input type="checkbox"/> Payment of Mortgage  |
| <input type="checkbox"/> All of the Above      |   |   |

**Please Return Application:**

**By Email:** info.ccrp@gmail.com

**By Mail:**  
Charm City Property Management  
PO Box 7413  
Baltimore, MD 21227

