

PROPERTY PROFILE



Extraordinary Leasing Solutions

Management
Company _____

Property
Name _____

Property
Address _____

Contact
Person _____

Title _____

Mailing
Address _____

Contact
Numbers (Office) _____ (Fax) _____
_____(Cellular) _____(Other) _____

E-mail _____

Website
Address _____

Type of Property A B C Tax Credit
Other: _____

Age of Property _____ Resident Profile _____

PROPERTY PROFILE

Total Units _____ Total Vacant _____

On-Notice _____ # Rent Ready _____

Current occupancy rate _____ Current pre-leased _____

Number of vacancies by unit type:

Type	Vacant	Rental Rates	Type	Vacant	Rental Rates
Studios:()	_____	\$ _____	1 BR/1 BA:	_____	\$ _____
1 BR/:()	_____	\$ _____	2 BR/1 BA:	_____	\$ _____
2 BR/:()	_____	\$ _____	2 BR/2 BA:	_____	\$ _____
3 BR:()	_____	\$ _____	4 BR:	_____	\$ _____

TRAFFIC:

Traffic for the past three months

Month #1: _____ #2: _____ #3: _____

Total walk-ins: _____ #2: _____ #3: _____

Total phone calls: _____ #2: _____ #3: _____

Total app's taken: _____ #2: _____ #3: _____

Cancellations: _____ #2: _____ #3: _____

Rejections: _____ #2: _____ #3: _____

Total move-ins: _____ #2: _____ #3: _____

PROPERTY PROFILE

- 1) Property Owners _____
- 2) Development Company _____
- 3) Property Manager _____
(Home) _____ (Cell) _____
- 4) Assistant Manager _____
(Home) _____ (Cell) _____
- 5) Marketing Director _____
(Home) _____ (Cell) _____
- 6) Leasing Consultant _____
(Home) _____ (Cell) _____
- 7) Maintenance Supervisor _____
(Home) _____ (Cell) _____
- 8) Maintenance Personnel _____
(Home) _____ (Cell) _____
- 9) Office Hours _____
- 10) Total number of models _____
- 11) Total square footage by floor plan _____

- 12) List any specials currently in place _____
- 13) Do you require application fees? _____ Fees _____
- 14) Do you require deposits? _____ Deposit amount _____
- 15) What are the approval requirements? _____
- 16) What utilities are paid by the resident? _____
- 17) What utilities are included? _____
- 18) Do you rent corporate apartments? _____
- 19) Are furnished apts. available? _____

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20) What are the lease terms? _____

21) Do you allow pets? _____ What IS THE PET POLICY? _____

22) Do you have a home buyers clause in your lease agreement? _____

23) Do roommates have to qualify together or separate? _____

24) Are co-signers accepted _____ Qualifications _____

25) Please give a description of the fixed income or federal regulation _____

26) What are the parking policies? _____

27) Is the club house for the residents to use? _____

28) What marketing is taking place now? _____

29) Primary traffic source _____

30) Do you use locators? _____

31) Heavy traffic period during the day _____

32) Average weekend phone traffic _____ walk – in _____

33) Where can money orders be purchased and the price _____

34) Name at least 3 of your competitors and why _____

35) Are you a member of the chamber of commerce? _____

36) Do you offer referral programs? _____

37) What form do you except money? _____

38) Furniture rental companies in the area _____

39) List property amenities _____

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40) What are the directions to the property from north, south, east and west?

41) Resident activities_____

42) Oven:___ Gas ___ Electric ___ Self-cleaning ___ Energy
efficient ___ Brand ___ Color ___ Other _____

43) Refrigerator:___ Frost free ___ Ice maker ___ Energy efficient ___ Size
___ Brand ___ Color ___ Can resident bring their own?

44) Dishwasher:___ Energy efficient ___ Brand ___ Color

45) Microwave:___ Energy efficient ___ Brand ___ Color

46) W/D:___ Stackable ___ Standard ___ Full size ___ Brand

47) W/D connections_____

48) On site laundry facilities_____

49) Added apartment features_____

50) Extra storage_____

51) Covered parking _____ Type _____ Extra fee _____

52) Are you located on a bus route? _____

53) Amount of time maintenance takes to turn a unit _____

54) Do you need maintenance assistance? _____

55) Do you need cleaners? _____

56) Do you need interior painters? _____ Exterior _____

57) Do you need resurfacing services? _____

58) Do you need Project Managers? _____