

Farnsworth-Ricks Mgmt & Realty, Inc  
 6001 E. University Dr  
 Mesa, AZ 85205  
 Phone: 480.924.1300  
 Fax: 480.807.9762

<i>Office Use Only</i>	
<input type="checkbox"/>	Lockbox Key Code
<input type="checkbox"/>	Parking Space
<input type="checkbox"/>	Gate Code
<b>Keys Received:</b>	<b>Categories:</b>
<input type="checkbox"/> Unit	<input type="checkbox"/> Mgmt Fee
<input type="checkbox"/> Mail	<input type="checkbox"/> Home Warranty
<input type="checkbox"/> Garage Remote	<input type="checkbox"/> Property Type
<input type="checkbox"/> Pool	<input type="checkbox"/> Age Restricted

**PROPERTY AND OWNER INFORMATION**

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

OWNER NAME: \_\_\_\_\_ OWNER ADDRESS: \_\_\_\_\_  
 HOME PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SOCIAL SECURITY # FOR 1099: \_\_\_\_\_

EMERGENCY CONTACT NAME: \_\_\_\_\_ EMERGENCY CONTACT PHONE: \_\_\_\_\_

INSURANCE COMPANY for PROPERTY: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 POLICY # \_\_\_\_\_ AGENT NAME \_\_\_\_\_

HOME WARRANTY: Yes \_\_\_ No \_\_\_ Home Warranty Name: \_\_\_\_\_  
 HOME WARRANTY CONTRACT #: \_\_\_\_\_ PHONE #: \_\_\_\_\_ CO-PAY: \$ \_\_\_\_\_

HOMEOWNER'S ASSOCIATION: Yes \_\_\_ No \_\_\_ ASSOCIATION NAME: \_\_\_\_\_  
 PHONE#: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_  
 Association Services: Front yard care \_\_\_ Pool/Spa \_\_\_ Roof repair \_\_\_ Other services \_\_\_\_\_

Availability: \_\_\_\_\_ Initial Rent: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_

Type/Levels: \_\_\_\_\_ Bed/Bath: \_\_\_\_\_ Furnished: \_\_\_\_\_ Year Built: \_\_\_\_\_ Sq. Footage: \_\_\_\_\_

Pets: Yes \_\_\_ No \_\_\_ Type of Pet(s) \_\_\_\_\_ Section 8: Yes \_\_\_ No \_\_\_

Electric Co: \_\_\_\_\_ Water Co: \_\_\_\_\_ Trash Co: \_\_\_\_\_ Gas Co: \_\_\_\_\_

**Home Particulars**

Living Room _____	Dishwasher _____	<b>Locations:</b> _____ _____ _____
Family Room _____	Refrigerator _____	
Dining Room _____	Fireplace _____	
Great Room _____	Patio _____ Covered _____	
Den _____	Pool _____	<b>Other Features/Info:</b> _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
Kitchen _____	Private _____ Community _____	
Garage _____ Car _____	Spa _____	
Carport _____ Car _____	Private _____ Community _____	
Range/Oven _____	Air Conditioning _____ Evap _____	
Gas _____ Electric _____	Heat _____	
Microwave _____	Gas _____ Elec _____	
Washer _____ Dryer _____	Storage Room _____	
Washer/dryer hookups _____	Front Yard _____ Fenced _____	
Laundry room _____	Back Yard _____ Fenced _____	
Laundry in Garage _____	Ceiling Fans _____	
Disposal _____		