

Property Manager Listing Form

Listing ID: _____

Installation: _____

CONTACT INFORMATION

ALL INFORMATION IN THIS SECTION MUST BE COMPLETE.

IS ANY CONTACT INFORMATION CHANGING? YES NO

Owner _____

Owner Day Phone _____

Owner Email _____

Property Management _____

Property Management Day Phone _____

Property Management Email _____

Housing Rep Last Name _____

Housing Rep First Name _____

Do the changes in this section need to be made to multiple listings? If so, please list below:

BASIC PROPERTY INFORMATION

IS BASIC PROPERTY INFORMATION CHANGING? YES NO

*** = MUST BE PROVIDED FOR NEW LISTINGS**

Street Address* _____

City* _____ State* _____ Zip Code* _____

Property Type: Apartment House Townhouse Condo Mobile Home Duplex Triplex
 Room Hotel/Motel Studio

Listing Type: Rent/Lease Sell

GPS Latitude _____ GPS Longitude _____

Complex Name* _____

Complex Day Phone _____

Do the changes in this section need to be made to multiple listings? If so, please list below:

Please provide any comments or instructions about listing your basic property below:

LISTING INFORMATION

I WOULD LIKE TO: Create New Listing Update Existing Listing

PROVIDE UPDATED INFORMATION AS NEEDED. LEAVE BLANK FOR NO CHANGE OR CHECK REMOVE.

*** = MUST BE PROVIDED FOR NEW LISTINGS**

Available Date* _____ REMOVE

Total Units* _____ REMOVE

Year Built _____ REMOVE

Pet Deposit \$ _____ REMOVE

Lease Term*: Month to Month Negotiable One Year _____ REMOVE

Map URL _____ REMOVE

Web Site _____ REMOVE

Plan (Unit Name, Type, etc.)* _____ REMOVE

Total Units* _____ REMOVE

Units Vacant* _____ REMOVE

Bedrooms* _____ REMOVE

Baths _____ REMOVE

Square Feet _____ REMOVE

Furnished: YES NO Optional Partial _____ REMOVE

Rent* \$ _____ REMOVE

Additional Fee \$ _____ REMOVE

Deposit \$ _____ REMOVE

Amenities Offered _____ REMOVE

Pets: YES NO _____ REMOVE

Utilities Included _____ REMOVE

Appliances Included _____ REMOVE

Military Benefits _____ REMOVE

Description _____ REMOVE

Other _____ REMOVE

Do the changes in this form need to be made to multiple listings? If so, please list below:

Please provide any comments or instructions about listing your property below: