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Owner's Application and Management Plan

Owner(s) _____

Owner's mailing address _____

Cell phone _____ Alt Phone _____ Email _____

Property Address _____

Quit-claimed? (circle) yes no Please note holding company, if yes _____

#Bed _____ #Bath _____ Approx. Sq. Ft. _____ Year Built _____

Stories _____ Type of Heat _____ Type water heater _____ AC?/type _____

Parking (specify carport, garage, off-street, # spaces, etc) _____

Property features (Brag time! How can we make your property stand apart from others? Talk about the style, charm, yard/landscaping, unique aspects, close local landmarks, etc) We'll help you with this, too!

Lead Based Paint Knowledge? _____

Marketing Information

We want your property rented to the right people as quickly as you do. Rental market rates are as much of an art as they are sensitive and fluctuating. We will conduct a market comp for your area, and help with this. As a springboard, if it was your ideal world, tell us about how much you'd like to see your desired lease terms, rent cost per month, and security deposits. ***This is NOT a guarantee of rent fees, but a place for us to start working. With fluctuating vacancy rates in the area, if your property doesn't rent within 2-4 weeks, it could be because it is priced too high. Rent reductions happen in \$25-50 increments, with notice given.

Initial Rent Price _____ Desired Lease Terms (1 yr, 2yr, etc) _____

Security Deposit _____ Concessions _____

Pets

Please be advised that legally service/companion animals are not considered pets, and are exempt from increased deposits and restrictions. The definition of “service/companion” is also very broad, including rabbits, pot bellied pigs, etc.

Will you allow pets? (circle) yes no If yes, maximum # allowed _____

Restrictions _____

Homeowner’s Insurance Information

Company Name _____ Agent Name _____

Address _____ Phone _____

Policy # _____

Responsibilities to be designated in lease (Indicate “T” for tenant, or “O” for owner)

<u>Utilities</u>	<u>Yard Maintenance</u>	<u>Misc.</u>
_____ Electricity	_____ Mowing lawn	_____ Hot tub
_____ Gas	_____ Weeding	_____ Pool
_____ Water	_____ Fertilizing	
_____ Trash/Sewer	_____ Trim Bushes/Branches	
_____ Irrigation	_____ Other (specify below)	

Please explain any additional responsibilities you’d like addressed in the lease that are unique to your property.

Cohesion Properties LLC frequently runs incentive programs for tenants, including a \$25/month flower allowance for tenants who improve the curb appeal and take pride in their rentals. (IE: May, June and July, tenants can earn a \$25 check reimbursement incentive if they provide original receipts and flowers are visible during bi-monthly drive-by inspections.) This would be reduced from your rental income if you “opt in.” Documentation would be provided to you in the form of photos and copies of receipts. Participation is entirely optional, but incentives would not exceed \$25/door per month. You’d be informed of these promotions prior to each cycle. Opt in to incentives? (circle one) Yes No

Grade School _____ **Middle/Jr.High** _____

High School _____ **near to charter/private?** _____

Resident Selection

Section 8 Accepted? (circle) yes no

Appliance Information (please include make/model, serial number, color, warranty info, or write "n/a")

Fridge _____

Stove/Oven _____

Dishwasher _____

Microwave _____

Washer/Dryer _____

Maintenance Information

Furnace Location _____

Filter Size _____

Water Heater Location _____

Emergency Water Shut Off _____

Electrical Panel Location _____

Crawl Space Access _____

Sprinkler Timer Box _____

Cohesion Properties contracts with Stirling Maintenance Company to do preventative maintenance checks biannually. Since they are performed at almost all of our properties, they are priced at a flat rate of \$65 per visit (duplexes \$95, triplex/fourplex \$145). These include basic inspections of the items listed above, as well as the most common interior move-out damaged items like closet bi-fold doors, blinds, etc. Homeowners receive a copy of the results, tenants receive a "check-in" on any areas they need to address, and property is not neglected. We strongly encourage participation in this program, but it is your choice.

Preventative Maintenance Check participant? (circle) Yes No (If yes, circle frequency) Annual Biannual

Homeowner Association Information Board Contact Info: _____

Is your home located in an area where restrictions of any kind exist? Please explain

Interior	Y	N	Additional information
Central A/C			electric? Gas?
Wall/Window A/C			Number units:
Evaporative cooler			
Central Heat			Electric? Gas? Heat Pump?
Other Heat			explain:
Fireplace/Chimney			wood burning? Gas? Decorative only?
Ceiling Fan			number/location
Smoke Detectors			number:
Water Heater			Electric? Gas?
Water Softener			location
Washer Dryer			Hookups are electric? Gas?
alarm system			explain:
disposal			
trash compactor			
sit-up bar			
pantry			
vaulted ceilings			location
plant/decorative shelving			
hardwood flooring			location/condition
carpet			location/condition
other flooring			location/condition
tile/granite counters			
separate dining			
separate family/bonus room			
double vanities			
bathroom upgrades			(soaker tub, heated floors, etc?)
mud porch/room			
walk-in closet			
extra storage space			
Exterior	Y	N	Additional information
Garage			attached? #cars?
Carport			attached? #cars?
Lot size			
Fenced yard			fully? Partially? Wood/chain link/other?
Patio/deck			
grill			
storage shed			
hot tub/spa			
pool			
sprinklers			
irrigation			
view			
Rv parking			
sidewalks			
cul-de-sac			
corner lot			

