



Advantage Pointe Properties, LLC
Albuquerque, New Mexico
Property Specifications & Inventory List



Please provide Advantage Pointe Properties, LLC with as much information as possible. Doing so will expedite the process of getting your property on the market. If you do not have all the necessary information, please forward it to us as soon as possible.

 Name of Sub-Division in which the property is located

Is the property currently occupied? Yes No *If, yes...*

Occupied by: Owner Tenant

If new purchase, date of closing: _____

Tenant to pay all utilities? Yes No *If, no...*

Which utilities will Owner pay? Gas Electricity

Water/Sewer Trash Removal Cable

Will pets be allowed? Yes No *If, yes...*

Any Dogs Only Cats Only (Pet deposit = \$250/pet)

Additional instructions regarding pets:

Is smoking allowed? Yes No Outside Only

Special Maintenance/Repair Instructions:

Is there a Homeowners' Association? Yes No *If, yes...*

 Name of Association or Association Management Company

 Mailing Address of Association or Association Management Company

 City State Zip Code

 Contact Name Contact Phone No.

It is recommended that Owner request Homeowners' Association (HOA) or its agent to copy us on all HOA violation notices and updates to HOA CC&Rs. Also, if we cannot obtain a copy of the HOA CC&Rs, Owner will be responsible for obtaining a copy and providing same to us. Note: Tenants cannot be held responsible for HOA CC&R violation unless they are provided access to or a copy of the CC&Rs.

Is the property or any of its components currently under warranty?

Yes No *If, yes...*

Please provide us with a description of the warranted item, warranty id, warranty provider and contact number. Failure to provide this information may result in the authorization of repair work by Broker that may be covered under warranty. Broker will not be responsible for cost of such repairs, if warranty information has not been provided.

Other Instructions:

Property Address: _____
Street Address City State Zip Code

Monthly Rent Desired: \$ _____ \$ _____ \$ _____ **Owner's Initials:** _____
Low High Absolute Minimum



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Property Street Address: _____

Property Square Footage: _____

Type of Home: Single Family Detached Townhome
 Condominium Multiplex (2 to 4 Attached Units)

No. of Levels: 1 2 3 Split

No. of Bedrooms: 1 2 3 4 5 Other: _____

No. of Bathrooms: Half Baths 1 2 3 Other: _____

3/4 Baths 1 2 3 Other: _____

Full Baths 1 2 3 Other: _____

No. of Living Areas: 1 2 Other: _____

Loft? Yes No Unknown

No. of Garage Bays: 1 2 3 Other: _____

Garage Door Openers? Yes No On Request

Carport? Yes No No. of Spaces: _____

Fireplace(s)? Yes No # of Fireplaces: _____

Patio? Yes No If 'Yes', Covered? Yes No ?

Deck? Yes No If 'Yes', Covered? Yes No ?

Heating

Gas Electric Unknown # of Units: _____

Forced Air Radiant Baseboard

Combination of Checked

Front Yard

Landscaping: Xeri-scape (Native Plants/Soils) Grass
 Combination None Unknown

Irrigation: Timer Manual None Unknown

Walled or Fenced? Yes No Unknown

Back Yard

Landscaping: Xeri-scape (Native Plants/Soils) Grass
 Combination None Unknown

Irrigation: Timer Manual None Unknown

Walled or Fenced? Yes No Unknown

Appliances

Refrigerator: Yes No Available on Request

Dishwasher: Yes No Available on Request

Microwave: Yes No Available on Request

Disposal: Yes No Available on Request

Washer: Yes No Available on Request

Dryer: Yes No Available on Request

Cooling

Evaporative Refrigerated Unknown # of Units: _____

Other Instructions or Comments

Owner's Initials: _____



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Property Street Address: _____

Inventory List

Advantage Pointe Properties does not recommend leaving any personal items in the rental property other than appliances and, if appropriate, yard care tools. Any items left in the property should be for the convenience of the tenant. *As the rental agreement grants the tenant full use of the property in exchange for the monthly rent, etc., the use of any portion of the property for the storage of personal items belonging to the owner is discouraged.*

Every item listed, below, will be noted on the rental agreement as being the property of the owner. Items so noted are furnished for the convenience of the tenant and are to remain with the property on termination of the rental agreement. The tenant will be responsible for the proper use of any items left on the property for the convenience of the tenant. *In accordance with the Owner-Resident Relations Act of the State of New Mexico, the owner will be responsible for the repair or replacement and removal of any item left on the property for the convenience of the tenant should that item fail to work properly during the term of the rental agreement.*

Owner's Initials _____

Description of Personal Items Currently on the Property

To Be Removed?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

- Yes No
- Yes No
- Yes No
- Yes No
- Yes No
- Yes No
- Yes No
- Yes No
- Yes No
- Yes No
- Yes No
- Yes No
- Yes No
- Yes No
- Yes No

Owner's Initials _____