



## **Owner packet overview of all the property management documents to be completed or reviewed by the Owners**

Caravan Properties, LLC will be honored to help make your investment(s) as profitable as possible; by offering our proactive performance based property management policy and procedures. This will simplify your life by allowing us to handle all the details including finding the best qualified tenants (Caretakers). This introductory letter summarizes all the documents we use to formalize our proactive property management relationship with you. The first lists of documents are what I call the owner homework assignments that we ask you return to the office once completed. The second lists of documents are provided for your review to help define how we will provide our proactive property management services.

We are happy to set up a office meeting whenever possible or a phone conference usually with Sheri Dea Brown Broker-Owner to help fill in and complete any of the documents.

### **Date the document is received back from Owner**

\_\_\_\_\_ **Property Management Agency Contract:** Areas to be filled in include the owner's last name, legal description, street address, term of the contract, and initial owner deposit (usually \$250) on page 1. Any special service requirements are noted on page 3. How to receive owner income and owner statements are noted on page 4. Signature, contact information and social security number for tax purposes is noted on page 5. The final page 6 is the Notary section to verify establishing a relationship with the owner of record on the property. We have several notaries at the office who can provide the notary service for your signature. Please return the original document to the office for Sheri Dea Brown's (Managing Broker) signature. You will receive a copy of document when both signatures have been notarized.

\_\_\_\_\_ **Owner Authorization Agreement for Automated Payment: (optional)** please complete the needed information and also attach a voided check from the account. This will set up the direct deposit feature for receiving your owner payments directly into that account. Owners can also establish withdrawal authorization if needed.

\_\_\_\_\_ **Automatic Billing Agreement:** (Optional) for Colorado Springs Utilities to be filled in to allow Caravan Properties to be notified of any changes and assume the utility payments on your behalf, when the property is vacant

\_\_\_\_\_ **Move-In Inspection** \_\_\_\_\_ **Seller's Property Disclosure:** both documents need to be filled out, to be best of your ability, to verify the base-line condition and features found at the property, especially helpful for first time tenants move into new rental property. Move in can be marked do not know if needed. Seller is the same as Owner in real estate rules which is why there is not a separate Disclosure for property management.

\_\_\_\_\_ **Owner Special Features-Improvements-Warranties Document:** helps us note marketing, improvements made and any warranty information we need to keep track of.

\_\_\_\_\_ **Owner Contact Information and Proof of Insurance Document:** to give the office your best contact information, including the insurance agency for the property

\_\_\_\_\_ **Lead Based Paint Disclosure: (optional) only needed for houses built up to 1978.** Please mark the appropriate boxes and sign as Landlord. The tenants review and sign the documents as the first step prior to the move-in lease-up meeting

**Other important informational documents included in your packet:**

- **Office Policy Manual for Caravan Properties, LLC Property Management:** defines our relationship and all the offices polices and procedures in detail for you
- **The Key Benefits of The Power of Performance and Reward,** summarizing our policy and procedures for you
- **Mission, Vision and Belief Statements**
- **Office Organizational Chart:** defines the office services & points of contact for you
- **Owner Reference List**
- **NARPM membership and code of ethics requirements**



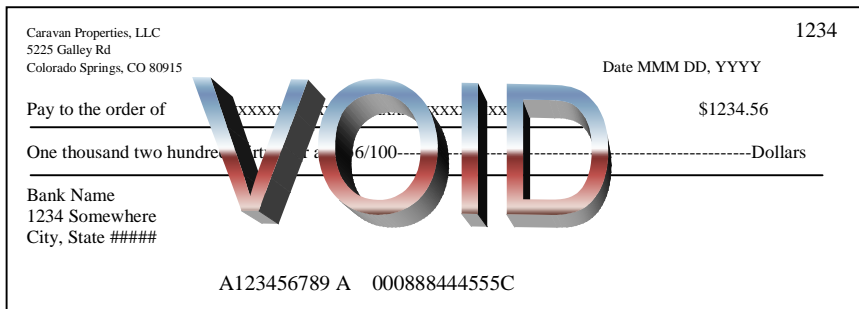
**AUTHORIZATION AGREEMENT FOR AUTOMATED PAYMENTS**  
**OWNER FORM**

I (we) \_\_\_\_\_  
hereby authorize Caravan Properties (hereinafter called COMPANY) to initiate  
credit \_\_\_\_\_ debit \_\_\_\_\_ entries to my (our) checking \_\_\_\_\_ savings \_\_\_\_\_ account (select one) indicated  
below and the depository named below (hereinafter called DEPOSITORY) to credit/debit it to  
such account.

**DEPOSITORY** \_\_\_\_\_ **BRANCH** \_\_\_\_\_  
**NAME** \_\_\_\_\_ **LOCATION** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**ROUTING/ABA NO.** \_\_\_\_\_ **ACCOUNT #** \_\_\_\_\_



***A COPY OF A VOIDED CHECK IS REQUIRED TO PROCESS ACH TRANACTIONS***

**This authority is to remain in full force and effect until COMPANY and DEPOSITORY have received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.**

**NAME (S)** \_\_\_\_\_ **SS NO.** \_\_\_\_\_

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

**NAME (S)** \_\_\_\_\_ **SS NO.** \_\_\_\_\_

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Property address** \_\_\_\_\_

**\* Please return this form with a VOIDED check\***



Colorado Springs Utilities  
*It's how we're all connected*

## CONSENT FOR RELEASE OF RESIDENTIAL CUSTOMER INFORMATION

TO: Colorado Springs Utilities

I, \_\_\_\_\_, in accordance with Rule 13 (Release of Information)  
(Print Name)

of the Springs Utilities Rules and Regulations, hereby authorize Colorado Springs Utilities to release information regarding my Customer Service Account to:

NAME: Caravan Properties. LLC

ADDRESS: 5215 Galley Rd. Colorado Springs, CO, 80915

PHONE NO: (719) 570-0240 FAX NO. (719) 570-0243

Please release the following information with regard to  gas,  electric,  water, and/or  wastewater for my Springs Utilities account number \_\_\_\_\_.

<input type="checkbox"/> Utility Bills	<input type="checkbox"/> Claims or disputes
<input type="checkbox"/> Payment Record	<input type="checkbox"/> Usage from _____ to _____
<input type="checkbox"/> Service Calls	<input type="checkbox"/> Other (specify)

This consent is valid for 30 days from the date signed unless revoked or extended in writing. I hereby release and discharge Springs Utilities, its officers and employees, as well as the City of Colorado Springs, from all claims and liabilities, which Springs Utilities might otherwise incur as a result of the release of information hereunder.

I certify that I am the individual whose name appears on the account.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

Please fax to Colorado Springs Utilities at 719-668-7288 or mail to Colorado Springs Utilities, ATTN: Customer Service, PO Box 1103, Colorado Springs, CO 80903.



**PROPERTY MANAGEMENT AGENCY CONTRACT**

**NOTE: DIFFERENT BROKERAGE RELATIONSHIPS ARE AVAILABLE WHICH INCLUDE SELLER AGENCY, BUYER AGENCY, OR TRANSACTION-BROKER**

(For purposes of this disclosure, Buyer also means, "Tenant" and Seller also means "Landlord".)  
In consideration of the covenants herein contained, \_\_\_\_\_ (hereinafter called "Landlord") and **Caravan Properties, L.L.C.**, (hereinafter called "Agent") agree as follows:

**1. EXCLUSIVE AGENCY/RENEWAL/TERMINATION**

The landlord hereby employs the agent exclusively to rent, lease, operate and manage the property described as:

**COUNTY of EL PASO, State of Colorado**

**A.K.A.:** \_\_\_\_\_  
**(Hereinafter referred to as the "Property")**

Upon the terms hereinafter set forth for the period beginning on \_\_\_\_\_ and ending on \_\_\_\_\_, thereafter for annual periods unless notice is provided as follows. Landlord may terminate this agreement upon thirty (30) days written notice prior to the expiration of original term stated above or upon termination of any lease or rental contract originated by the Agent, whichever date is later. Agent shall have the right to terminate the Agreement at any time by giving Landlord thirty (30) days prior written notification.

This agreement may be canceled by Landlord before the termination date specified in Paragraph 1 with not less than thirty (30) days prior written notice to the Agent, provided that such notice is accompanied by payment to the Agent of a cancellation fee of that final months management fee.

**2. RENTING OF PREMISES/PERIODIC STATEMENTS/INITIAL DEPOSIT/RESERVE AMOUNT**

The Agent accepts the employment and agrees:

- a. To manage the Property (premises) for the period and upon the terms herein provided, and agrees to furnish the services of its organization for the renting, leasing, operating and managing of the above described Property (premises).
- b. To provide an income statement of receipts and disbursements and to include copies of all bills paid on behalf of Landlord (other than fees paid to Agent per the terms of this Agreement). In the event disbursements are ever in excess of receipts the Landlord agrees to reimburse such amounts promptly upon demand by the Agent. Landlord agrees to deposit \$\_\_\_\_\_ as an initial amount and thereafter leave an amount equal to the current month's rent with agent as a reserve from which Agent may pay Landlord's obligations, Landlord further agrees this amount may be adjusted upward to cover anticipated costs of tenant move-out during the final thirty (30) days of any tenancy or sixty (60) days with early termination by Tenant, per the Move-In/Move-Out Fee. Agent agrees to remit to Landlord all amounts over this reserve after bills have been paid, adjusted for any hold backs requested by Landlord for the payment of Homeowners Association fees, insurance and/or any other special expenditures.

LANDLORD \_\_\_\_\_

AGENT \_\_\_\_\_

3. **LANDLORD AND AGENT RELATIONSHIP**

Caravan Properties shall be an Agent of the Landlord and will represent only the Landlord.

Agent shall promote the interests of the Landlord with the utmost good faith, loyalty and fidelity, including, but not limited to:

1. Seeking a rental price and terms which are acceptable to the Landlord and which also take into account the current market conditions.
  2. Presenting all offers to and from the Landlord in a timely manner regardless of whether the Property is subject to a rental contract or lease.
  3. Disclosing to the Landlord adverse material facts actually known by the Agent.
  4. Counseling the Landlord as to any material benefits or risks of a transaction actually known by the Agent.
  5. Advising the Landlord to obtain expert advice as to material matters about which the Agent knows but the specifics of which are beyond the expertise of the Agent.
  6. Accounting in a timely manner for all money and property received.
  7. Informing the Landlord that such Landlord may be vicariously liable for the acts of such Landlord's agent or any subagent when the Agent is acting within the scope of the agency relationship.
- b. Agent shall not disclose the following information without the informed consent of the Landlord:
1. That the Landlord is willing to accept less than the advertised rent for the Property;
  2. What the motivating factors are for the landlord to rent the Property.
  3. That the Landlord will agree to terms other than those offered;
  4. Any material information about the Landlord unless the disclosure is required by law or if failure to disclose such information would constitute fraud or dishonest dealing; or
  5. Any facts or suspicions regarding circumstances which may psychologically impact or stigmatize any real property pursuant to Colorado law.
- c. Broker shall disclose to any prospective tenant all adverse material facts actually known by Broker including but not limited to adverse material facts pertaining to the title to the Property and the physical condition of the Property, any material defects in the Property, and any environmental hazards affecting the Property, which are required by law to be disclosed.

4. **AGENT'S AUTHORITY/REPAIRS/EMPLOYEES/SERVICE CONTRACTS/ENDORSE CHECKS**

The landlord by execution of this contract appoints Agent his Attorney-in-Fact and gives Agent the following authority and powers and agrees to assume all the expenses in connection herewith:

- a. Agent may set the rental price for the Property (based on market conditions and criteria set forth by Landlord in this Contract: May advertise the availability for rental of the Property or any part thereof and may display "For Rent" signs thereon. Agent is authorized to screen prospective tenants; to accept applicants based on the Applicant's qualifications and the Landlord's Needs (not on a "First-come, First-served basis"); to negotiate, prepare, sign and execute, renew and/or cancel leases or rental contracts for the Property or any part thereof; to collect rents due or to become due and give receipts therefore; to negotiate tenant expenses, wear and tear charges, and to settle with tenant on Landlord's behalf to terminate tenancies and to sign and serve in the name of Landlord such notices as are appropriate; to institute and prosecute actions according to the laws of the State of Colorado, to evict tenants and to settle, compromise and disengage such actions or suits or reinstate such tenancies. Agent may select the attorney of its choice to handle such litigation for Landlord. Agent may turn over to a collection agency any judgments entered on behalf of Landlord, and Landlord agrees to accept the terms of the collection agency's standard contract when executed for Landlord by Agent. Any lease or rental contract executed for the Landlord by the Agent shall not exceed one year. If necessary, Agent may contract with licensed subagent (at Agent's expense) on behalf of Landlord for services Agent would normally perform, but is unable to do for whatever reason including, but not limited to illness, personal emergency or travel plans. Agent may collect from tenants: credit report fees, late charges, non-sufficient funds charges, lost discount or rebates, interest on deposits, a subleasing administrative charge and/or sales commission (other than the sale of Landlord's property), and need not account for such charges and/or commission to the Landlord.

LANDLORD \_\_\_\_\_

AGENT \_\_\_\_\_

- b. To make or cause to be made repairs and alterations; to purchase supplies and pay all bills therefore. The Agent agrees to secure the prior approval of the Landlord for any expenditures in excess of \$300.00 for any one item, except monthly or recurring operating charges and/or that in the opinion of the Agent are necessary to protect the Property from damage or to maintain services to the tenants as called for in their leases or rental contracts. Agent and Landlord agree that all material costs incurred to maintain Landlord's Property shall be passed through to Landlord at Agent's cost plus sales tax if applicable, unless prior disclosure is made to Landlord.
- c. To hire, discharge and supervise on behalf of the Landlord all labor and employees required for the operation and maintenance of the premises. It is hereby agreed that all employees and independent contractors shall be deemed employees and independent contractors of the Landlord and not the Agent. The Agent may perform any of its duties through Landlord's attorneys, agents, independent contractors or employees and shall not be responsible for their acts, defaults or negligence if reasonable care has been exercised in their appointment and retention. Agent and Landlord agree that labor cost will be marked up 10%, if Agent must include labor under a Workers' Compensation Insurance policy. No labor costs will be marked up higher than this amount unless prior disclosure is made to Landlord.
- d. To make contracts for electricity, gas, fuel, water, telephone, cleaning, rubbish hauling and other services or such of them, as the Agent shall deem advisable; The Landlord agrees to assume the obligation of any contract so entered into at the termination of this agreement.
- e. To endorse, cash and receive the proceeds of any and all checks, vouchers, drafts, or other orders for money in which Landlord has an interest and to deposit said funds in the Agent's Property Management Trust Account for the benefit of Landlord.

5. **SAVE HARMLESS/INSURANCE / SPECIAL PAYMENTS AND INSTRUCTIONS / TRANSFER FUNDS/REIMBURSEMENT / SECURITY DEPOSITS HELD BY AGENT/SECURITY DEPOSITS HELD BY LANDLORD**

The Landlord further agrees:

- a. To save Agent harmless from all damage suits in connection with the management of the herein described premises. Agent shall not be liable for any error of judgment or for any mistake of law, or for anything which it may do or refrain from doing hereinafter, except in case of willful misconduct or gross negligence. Landlord agrees to hold Agent harmless from and indemnify Agent against claims made for injuries, damages or death suffered by any tenants, employees, independent contractors or other persons lawfully on the premises; Landlord further agrees to carry at the Landlord's expense public liability insurance adequate to protect the interest of the parties hereto which policies shall be so written as to protect the Agent in the same manner and to the same extent as they protect the Landlord; Agent will be named in said policy as a co-insured and the Landlord agrees to furnish Agent with a copy of the policy or binder evidencing Landlord's compliance with the terms hereof. If evidence of such protection is not provided within sixty days (60), agent is authorized to obtain a liability policy at Landlord's expense. Landlord agrees that Agent shall not be held liable for cost of any damage or restoring any damage caused the tenant or for any missing or broken appliances or personal property belonging to the Landlord. Agent cannot be responsible for trees; shrubs or lawns lost through "winter kill," fungi, drought, periods of vacancy, or non-cooperation of tenants.
- b. To supply Agent with a complete Property Disclosure form #LC18-6-01 or the most current version which has been approved by the Colorado Real Estate Commission.
- c. Agent is hereby instructed and authorized to pay from the landlord's funds those items checked below:

Utility Bills that are the responsibility of the Landlord

Marketing Fees for Websites: rentals.com rentalhomesplus rentmarketer-Rentbits

Other (Specify) Special finance indebtedness payment requests will be paid at \$50 per hour billed in quarter hour segments \_\_\_\_\_

LANDLORD \_\_\_\_\_

AGENT \_\_\_\_\_

If Agent is to pay any indebtedness, Landlord agrees to add the amount to the reserve referenced in paragraph 2b and to provide Agent with a letter authorizing Agent access only to monitor accounts. If for any reason Landlord funds are ever insufficient to pay indebtedness, then Agent shall inform Landlord and Landlord shall make all payments directly to the lenders involved. Under no conditions shall the Agent be liable for late charges assessed by the lender if Landlord does not make payments in a timely fashion. Landlord appoints Agent as Landlord's Attorney-In-Fact in all correspondence with lenders regarding Landlord's indebtedness.

- d. Agent is authorized to subsidize the Property's cash balances by drawing cash as needed from the cash balance of any of the Landlord's other real property which is managed by Agent if and when such advance becomes necessary because expenses and obligations exceed income plus such Landlord contributions in a particular month. Agent is also authorized, but not required, to advance funds to Landlord's account from Agent's capital. If any advance is made, Landlord agrees to repay Agent the amount of the advance within 15 days after notice of the advance. Landlord agrees to pay Agent simple interest at the rate of 1.5% per month until the advance is repaid. Landlord authorizes Agent to collect any such advance by deducting the amount of the advance (plus interest) from any receipts subsequently obtained on Landlord's behalf.
- e. That any security deposit which is retained by Agent shall be deposited in Agent's Security Deposit Trust Account separate from Landlord's monies. Agent will be custodian of these security deposits paid by tenants and will retain control of disbursement of such deposits. Landlord authorizes the transfer of any security deposit held in Agent's Security Deposit Trust Account to a succeeding Landlord or property manager, if any. Pursuant to C.R.S. Section 38-12-103(4), timely notice of any such transfer must be given by mail to the Tenant.
- f. Pursuant to Colorado Real Estate Commission Rule E-16, in the event any security deposit or portion thereof is delivered to the Landlord: (1) Landlord assumes completely and unconditionally the financial responsibility for the return of the deposit due to the tenant; (2) Agent shall be Landlord's agent for service of any legal notices affecting the rental property; (3) Landlord authorizes Agent to return any security deposit due from any of the Landlord's money held in Agent's Property Management Trust Account; and (4) Landlord authorizes the disclosure of Landlord's true name and current mailing address to the tenant in the event of a dispute with the Tenant over ownership of the deposit. Landlord understands that pursuant to Rule E-16 security deposits can be delivered to Landlord only if the lease contains the provisions set forth in Commission Rule E-16 (a copy of Rule E-16 will be made available upon Landlord's request).
- g. Upon and after the termination of this agreement pursuant to the method described in Paragraph 1 above, Landlord shall recognize Agent as the Broker in any pending negotiations of said premises, or any part thereof, and in the event of the consummation thereof, Landlord shall pay the Agent a commission at the rate prescribed in Paragraph 7 below.

**6. NONDISCRIMINATION**

Landlord and Agent agree not to discriminate unlawfully against any prospective tenant because of the race, creed, color, sex, martial status, national origin, familial status, physical or mental disability, religion or ancestry of such person.

LANDLORD\_\_\_\_\_

AGENT\_\_\_\_\_



**7. FEES AND ACCOUNTING AUTHORIZATION**

The following fees and charges will be paid to Agent by Landlord for:

- a. *General management of tenant with key services being ongoing relationship for both parties with privacy protection to Landlord(Owner) and handling all Tenant management details including disputes, first stages of tenant collection, accurate accounting, service contracts and recommendations when noted. Maintenance supervision includes coordination of general maintenance and repairs, preferred vendor benefits as well as 24/7 emergency on call services:*  
 1-4 properties, the charge is 11% of collected rent,  
 5-9 properties, the charge is 10% of collected rent,  
 10 or more, the charge will be 9 % of collected rent, payable when monthly rent is due plus all late fees, NSF fees, lost discounts, and/or lost rebates received from tenant.  
 For substantial, more time consuming maintenance jobs, (like extensive water, fire, structural repairs) supervision and/or coordination will be billed at \$25.00 per hour, to be disclosed prior to the service charge assessment.
- b. *Monthly Processing Fee for tracking income and expenses:* \$12.50 per month, per house or unit in multi-plex.
- c. *Marketing Fees and procedure with notice to vacate from Tenant:* Landlord is charged \$25.00 per month throughout the marketing/vacancy period, which includes posting ads on Caravan, AHRN (military site) and the MLS, plus approximately \$75.00 per month depending on number of paid websites (rentalhomesplus.com, rentals.com, rentbits.com) chosen for the best exposure. When a Notice to Vacate is received, a \$300.00 hold will appear on the Landlord’s account to cover marketing, utilities, etc.
- d. *New Landlord (Owner) Setup Fee:* For initial computer and office setup, a one-time fee of \$50.00 per house or unit (multi-door) will be payable upon execution of this contract.
- e. *Move out-Move in Fee:* For tracking the Tenant move out evaluation process and new Tenant move-in process including application approval, contract signing meeting and move in inspection: \$250.00 is payable at time of execution of rental contract. When a Tenant Notice to Vacate is received a \$300 hold will be added to the Landlord Account for up to 120 days, until the new Tenant move in is complete, for marketing, utilities or other move in-move out expenses.
- f. *Tenant & Market Renewal:* a once a year market review and addendum for renewal of existing rental contracts and leases for most Tenants ending in May, June or July is provided at no fee to Landlord.
- g. *Buy/Sell Contracts* on the managed properties that become for sale properties: Whether to the tenants or offered through multiple listing service, fees will be negotiated at time of listing along with a Referral Fee for preferred Broker/Realtor when assisting with the Tenants.
- h. *Specialized Bookkeeping,* additional reporting, consulting or collection action required of tenants will be billed in quarter hour segments at a rate of \$50.00 per hour.
- i. *Specialized Consulting,* generating additional sources of income and additional correspondence by Sheri Dea Brown-Managing Broker and Owner: \$75.00 per hour billed in quarter hour segments, to be disclosed prior to the service charge assessment.
- j. *Christmastime Bonus to Tenant:* \$20 each year total
- k. Agent is authorized for maintenance and repair expenses up to \$300 per month, per paragraph 4.
- l. Landlord will reimburse tenant \$25 each time tenant uses one of our preferred vendors to service furnace and/or sprinkler system every spring and fall.
- m. Other: \_\_\_\_\_

**8. OTHER ITEMS/AGREEMENT**

- a. Landlord hereby acknowledges that he has read Broker's Office Policy Manual and approves of Agent's office procedures for Property Management Activities.
- b. Landlord does not require Agent to submit all rental applications to rent subject property to Landlord as stated in paragraph 3, section a, subsection 2. Landlord has given Agent authority to screen and accept tenants, to negotiate and execute rental contracts and to make decisions for Landlord without any additional approval needed (see paragraph 4).

LANDLORD\_\_\_\_\_

AGENT\_\_\_\_\_



The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_  
by \_\_\_\_\_  
\_\_\_\_\_

Witness my hand and official seal.

My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Notary

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_  
by Sheri Dea Brown, as Owner/Managing Broker for Caravan Properties, LLC.

Witness my hand and official seal.

My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Notary



**CARAVAN PROPERTIES, LLC**

Owner Name(s): \_\_\_\_\_

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

Home Phone #: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Pager #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

Web Site: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security #: \_\_\_\_\_

(needed for 1099 at the end of each year)

Property Insurance Company: \_\_\_\_\_

Policy Holder's Name: \_\_\_\_\_

Insurance Agent's Name: \_\_\_\_\_

Claims Phone #: \_\_\_\_\_

Insurance Policy #: \_\_\_\_\_



## Request for Taxpayer Identification Number and Certification

**Give form to the  
requester. Do not  
send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name” line.

**Limited liability company (LLC).** Check the “Limited liability company” box only and enter the appropriate code for the tax classification (“D” for disregarded entity, “C” for corporation, “P” for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner’s name on the “Name” line. Enter the LLC’s name on the “Business name” line.

For an LLC classified as a partnership or a corporation, enter the LLC’s name on the “Name” line and any business, trade, or DBA name on the “Business name” line.

**Other entities.** Enter your business name as shown on required federal tax documents on the “Name” line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the “Business name” line.

**Note.** You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

### Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the “Exempt payee” box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 7

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [www.irs.gov](http://www.irs.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

**Signature requirements.** Complete the certification as indicated in 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.



**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

### What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

### Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

#### Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.consumer.gov/idtheft](http://www.consumer.gov/idtheft) or 1-877-IDTHEFT(438-4338).

Visit the IRS website at [www.irs.gov](http://www.irs.gov) to learn more about identity theft and how to reduce your risk.

### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.



Office: 719-570-0240  
 Fax: 719-570-1061  
 5225 Galley Road  
 Colorado Springs, CO 80915

**CARAVAN PROPERTIES**  
 Limited Liability Company  
 Residential Property Management and Sales

THIS FORM HAS IMPORTANT LEGAL  
 CONSEQUENCES AND THE PARTIES SHOULD  
 CONSULT LEGAL AND TAX OR  
 OTHER COUNSEL BEFORE SIGNING.

**SELLER'S PROPERTY  
 DISCLOSURE  
 (RESIDENTIAL)**

**THIS DISCLOSURE SHOULD BE COMPLETED BY SELLER, NOT BY BROKER.**

Seller states that the information contained in this Disclosure is correct to Seller's CURRENT ACTUAL KNOWLEDGE as of this Date. **Any changes will be disclosed by Seller to Buyer promptly after discovery.** Seller hereby receipts for a copy of this Disclosure. If the Property is part of a Common Interest Community, this Disclosure is limited to the Property or Unit itself, except as stated in Section L. Broker may deliver a copy of this Disclosure to prospective buyers.

**Note: If an item is not present at the Property or if an item is not to be included in the sale, mark the "N/A column. The Contract to Buy and Sell Real Estate, not this Disclosure form, determines whether an item is included or excluded; if there is an inconsistency between this form and the Contract, the Contract controls.**

Date: \_\_\_\_\_

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

***COLORADO***

Seller: \_\_\_\_\_

**I. IMPROVEMENTS**

A.	<b>STRUCTURAL CONDITIONS</b> Do any of the following conditions <b>now exist or have they ever existed:</b>	Yes	No	Do Not Know	N/A	COMMENTS
1	Structural problems					
2	Moisture and/or water problems					
3	Damage due to termites, other insects, birds, animals or rodents					
4	Damage due to hail, wind, fire or flood					
5	Cracks, heaving or settling problems					
6	Exterior wall or window problems					
7	Exterior Artificial Stucco (EIFS)					
8	Any additions or alterations made					
9	Building code, city or county violations					
B.	<b>ROOF</b> Do any of the following conditions <b>now exist:</b>	Yes	No	Do Not Know	N/A	COMMENTS
1	Roof problems					
2	Roof material _____ Age _____ Roof material _____ Age _____					
3	Roof leak: Past					
4	Roof leak: Present					
5	Damage to roof: Past					
6	Damage to roof: Present					
7	Roof under warranty until _____. Transferable _____					
8	Roof work done while under current roof warranty					
9	Skylight problems					
10	Gutter or downspout problems					

The printed portions of this form, except **differentiated** additions, have been approved by the Colorado Real Estate Commission. (SPD 29-8-10)  
 (Mandatory 1-11)

		IN WORKING CONDITION					
C.	<b>APPLIANCES</b> Are the following <b>now</b> in working condition:	Yes	No	Do Not Know	Age If Known	N/A	COMMENTS
1	Built-in vacuum system & accessories						
2	Clothes dryer						
3	Clothes washer						
4	Dishwasher						
5	Disposal						
6	Freezer						
7	Gas Grill						
8	Hood						
9	Microwave oven						
10	Oven						
11	Range						
12	Refrigerator						
13	T.V. antenna: <input type="checkbox"/> Owned <input type="checkbox"/> Leased						
14	Satellite system or DSS dish: <input type="checkbox"/> Owned <input type="checkbox"/> Leased						
15	Trash Compactor						

		IN WORKING CONDITION					
D.	<b>ELECTRICAL &amp; TELECOMMUNICATIONS</b> Are the following <b>now</b> in working condition:	Yes	No	Do Not Know	Age If Known	N/A	COMMENTS
1	Security system: <input type="checkbox"/> Owned <input type="checkbox"/> Leased						
2	Smoke/fire detectors: <input type="checkbox"/> Battery <input type="checkbox"/> Hardwire						
3	Carbon Monoxide Alarm: <input type="checkbox"/> Battery <input type="checkbox"/> Hardwire						
4	Light fixtures						
5	Switches & outlets						
6	Aluminum wiring (110)						
7	Electrical _____ Amps _____						
8	Telecommunications (T1, fiber, cable, satellite)						
9	Inside telephone wiring & blocks/jacks						
10	Ceiling fans						
11	Garage door opener						
12	Garage door control(s) # _____						
13	Intercom/doorbell						
14	In-wall speakers						
15	220 volt service						
16	Landscape lighting						

		IN WORKING CONDITION					
E.	<b>MECHANICAL</b> Are the following <b>now</b> in working condition:	Yes	No	Do Not Know	Age If Known	N/A	COMMENTS
1	Air conditioning:						
	Evaporative cooler						
	Window units						
	Central						
2	Attic/whole house fan						
3	Vent fans						
4	Humidifier						
5	Air purifier						
6	Sauna						
7	Hot tub or spa						

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(Mandatory 1-11)

		IN WORKING CONDITION					
E.	<b>MECHANICAL (Continued)</b> Are the following <b>now</b> in working condition:	Yes	No	Do Not Know	Age If Known	N/A	COMMENTS
8	Steam room/shower						
9	Pool						
10	Heating system: Type _____ Fuel _____ Type _____ Fuel _____						
11	Water heater: Number of _____ Fuel type _____ Capacity _____						
12	Fireplace: Type _____ Fuel _____						
13	Fireplace insert						
14	Stove: Type _____ Fuel _____						
15	When was fireplace/wood stove, chimney/flue last cleaned: Date: _____ <input type="checkbox"/> Do not know						
16	Fuel tanks: <input type="checkbox"/> Owned <input type="checkbox"/> Leased						
17	Radiant heating system: <input type="checkbox"/> Interior <input type="checkbox"/> Exterior Hose Type _____						
18	Overhead door						
19	Entry gate system						
20	Elevator						

		IN WORKING CONDITION					
F.	<b>WATER, SEWER &amp; OTHER UTILITIES</b> Are the following <b>now</b> in working condition:	Yes	No	Do Not Know	Age If Known	N/A	COMMENTS
1	Water filter system: <input type="checkbox"/> Owned <input type="checkbox"/> Leased						
2	Water softener: <input type="checkbox"/> Owned <input type="checkbox"/> Leased						
3	Sewage problems: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know						
4	Lift station (sewage ejector pump)						
5	Drainage, storm sewers, retention ponds						
6	Gray water storage/use						
7	Plumbing problems: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know						
8	Sump pump						
9	Underground sprinkler system						
10	Fire sprinkler system						
11	Polybutylene pipe: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know						
12	Galvanized pipe: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know						
13	Backflow prevention device: <input type="checkbox"/> Domestic <input type="checkbox"/> Irrigation <input type="checkbox"/> Fire <input type="checkbox"/> Sewage						
14	Irrigation pump						
15	Well pump						

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(Mandatory 1-11)

		IN WORKING CONDITION				
G.	OTHER DISCLOSURES - IMPROVEMENTS	Yes	No	Do Not Know	N/A	COMMENTS
1	Included fixtures and equipment in working condition					
2						
3						
4						

**II. GENERAL**

H.	USE, ZONING & LEGAL ISSUES Do any of the following conditions <b>now</b> exist:	Yes	No	Do Not Know	N/A	COMMENTS
1	Zoning violation, variance, conditional use, violation of an enforceable PUD or non-conforming use					
2	Notice or threat of condemnation proceedings					
3	Notice of any adverse conditions from any governmental or quasi-governmental agency that have not been resolved					
4	Violation of restrictive covenants or owners' association rules or regulations					
5	Any building or improvements constructed within the past one year from this Date without approval by the Association or the designated approving body					
6	Notice of zoning action related to the Property					
7	Other legal action					

I.	ACCESS, PARKING, DRAINAGE & SIGNAGE Do any of the following conditions <b>now</b> exist:	Yes	No	Do Not Know	N/A	COMMENTS
1	Any access problems					
2	Roads, driveways, trails or paths through the Property used by others					
3	Public highway or county road bordering the Property					
4	Any proposed or existing transportation project that affects or is expected to affect the Property					
5	Encroachments, boundary disputes or unrecorded easements					
6	Shared or common areas with adjoining properties					
7	Requirements for curb, gravel/paving, landscaping					
8	Flooding or drainage problems: Past					
9	Flooding or drainage problems: Present					

J.	WATER & SEWER SUPPLY Do any of the following conditions <b>now</b> exist:	Yes	No	Do Not Know	N/A	COMMENTS
1	Water rights Type _____					
2	Water tap fees paid in full					
3	Sewer tap fees paid in full					
4	Subject to augmentation plan					
5	Well required to be metered					
6	Type of water supply: <input type="checkbox"/> Public <input type="checkbox"/> Community <input type="checkbox"/> Well <input type="checkbox"/> Shared Well <input type="checkbox"/> Cistern <input type="checkbox"/> None If the Property is served by a Well, a copy of the Well Permit <input type="checkbox"/> <b>Is</b> <input type="checkbox"/> <b>Is Not attached.</b> Well Permit #: _____ <input type="checkbox"/> Drilling Records <input type="checkbox"/> Are <input type="checkbox"/> Are not attached. Shared Well Agreement <input type="checkbox"/> Yes <input type="checkbox"/> No. The <b>Water Provider</b> for the Property can be contacted at: Name: _____ Address: _____ Web Site: _____ Phone No: _____					

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J.	<b>WATER &amp; SEWER SUPPLY (Continued)</b> Do any of the following conditions <b>now</b> exist:	Yes	No	Do Not	<b>COMMENTS</b>
	<input type="checkbox"/> There is neither a Well nor a Water Provider for the Property. The source of potable water for the Property is [describe source]:  <b>SOME WATER PROVIDERS RELY, TO VARYING DEGREES, ON NONRENEWABLE GROUND WATER. YOU MAY WISH TO CONTACT YOUR PROVIDER (OR INVESTIGATE THE DESCRIBED SOURCE) TO DETERMINE THE LONG-TERM SUFFICIENCY OF THE PROVIDER'S WATER SUPPLIES.</b>				

7 Type of sanitary sewer service:  Public  Community  Septic System  None  Other \_\_\_\_\_  
 If the Property is served by an on-site septic system, supply to buyer a copy of the permit.  
 Type of septic system:  Tank  Leach  Lagoon

K.	<b>ENVIRONMENTAL CONDITIONS</b> Do any of the following conditions <b>now exist or have they ever existed:</b>	Yes	No	Do Not Know	N/A	<b>COMMENTS</b>
1	Hazardous materials on the Property, such as radioactive, toxic, or biohazardous materials, asbestos, pesticides, herbicides, wastewater sludge, radon, methane, mill tailings, solvents or petroleum products					
2	Underground storage tanks					
3	Aboveground storage tanks					
4	Underground transmission lines					
5	Pets kept on the Property					
6	Property used as, situated on, or adjoining a dump, land fill or municipal solid waste land fill					
7	Monitoring wells or test equipment					
8	Sliding, settling, upheaval, movement or instability of earth or expansive soils of the Property					
9	Mine shafts, tunnels or abandoned wells on the Property					
10	Within governmentally designated geological hazard or sensitive area					
11	Within governmentally designated flood plain or wetland area					
12	Dead, diseased or infested trees or shrubs					
13	Environmental assessments, studies or reports done involving the physical condition of the Property					
14	Property used for any mining, graveling, or other natural resource extraction operations such as oil and gas wells					
15	Interior of improvements of Property tobacco smoke-free					
16	Other environmental problems					

L.	<b>COMMON INTEREST COMMUNITY - ASSOCIATION PROPERTY</b> Do any of the following conditions <b>now</b> exist:	Yes	No	Do Not Know	N/A	<b>COMMENTS</b>
1	Property is part of an owners' association					
2	Special assessments or increases in regular assessments approved by owners' association but not yet implemented					
3	Has the Association made demand or commenced a lawsuit against a builder or contractor alleging defective construction of improvements of the Association Property (common area or property owned or controlled by the Association but outside the Seller's Property or Unit).					

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M.	OTHER DISCLOSURES - GENERAL Do any of the following conditions <b>now</b> exist:	Yes	No	Do Not Know	N/A	COMMENTS
1	Any part of the Property leased to others (written or oral)					
2	Written reports of any building, site, roofing, soils or engineering investigations or studies of the Property					
3	Any property insurance claim submitted (whether paid or not)					
4	Structural, architectural and engineering plans and/or specifications for any existing improvements					
5	Property was previously used as a methamphetamine laboratory and not remediated to state standards					
6	Government special improvements approved, but not yet installed, that may become a lien against the Property					
7						
8						
9						

Seller and Buyer understand that the real estate brokers do not warrant or guarantee the above information on the Property. Property inspection services may be purchased and are advisable. This form is **not** intended as a substitute for an inspection of the Property.

**ADVISORY TO SELLER:**

**Failure to disclose a known material defect may result in legal liability.**

The information contained in this Disclosure has been furnished by Seller, who certifies to the truth thereof based on Seller's CURRENT ACTUAL KNOWLEDGE.

Seller: \_\_\_\_\_ Date: \_\_\_\_\_ Seller: \_\_\_\_\_ Date: \_\_\_\_\_

**ADVISORY TO BUYER:**

1. Even though Seller has answered the above questions to Seller's current actual knowledge, Buyer should thoroughly inspect the Property and obtain expert assistance to accurately and fully evaluate the Property to confirm the status of the following matters:

- a. the physical condition of the Property;
- b. the presence of mold or other biological hazards;
- c. the presence of rodents, insects and vermin including termites;
- d. the legal use of the Property and legal access to the Property;
- e. the availability and source of water, sewer, and utilities;
- f. the environmental and geological condition of the Property;
- g. the presence of noxious weeds; and
- h. any other matters that may affect Buyer's use and ownership of the Property that are important to Buyer as Buyer decides whether to purchase the Property.

2. Seller states that the information is correct to "Seller's current actual knowledge" as of the date of this form. The term "current actual knowledge" is intended to limit Seller's disclosure only to facts actually known by the Seller and does not include "constructive knowledge" or "common knowledge" or what Seller "should have known" about the Property. The Seller has no duty to inspect the Property when this Disclosure is filled in and signed.

3. Valuable information may be obtained from various local/state/federal agencies, and other experts may assist Buyer by performing more specific evaluations and inspections of the Property.

4. Boundaries, location and ownership of fences, driveways, hedges, and similar features of the Property may become the subjects of a dispute between a property owner and a neighbor. A survey may be used to determine the likelihood of such problems.

5. Whether any item is included or excluded is determined by the contract between Buyer and Seller and not this Seller's Property Disclosure.

6. Buyer acknowledges that Seller does not warrant that the Property is fit for Buyer's intended purposes or use of the Property. Buyer acknowledges that Seller's indication that an item is "working" is not to be construed as a warranty of its continued operability or as a representation or warranty that such item is fit for Buyer's intended purposes.

7. Buyer hereby receipts for a copy of this Disclosure.

Buyer: \_\_\_\_\_ Date: \_\_\_\_\_ Buyer: \_\_\_\_\_ Date: \_\_\_\_\_

The printed portions of this form, except *differentiated* additions, have been approved by the Colorado Real Estate Commission. (SPD 29-8-10) (Mandatory 1-11)

# Move-In Inspection & Inventory Report

*All parties agree that this report will be returned to Landlord within 3 days of move-in*

PROPERTY ADDRESS: \_\_\_\_\_

Move-in Date: \_\_\_\_\_

Tenant(s): \_\_\_\_\_

INSPECTION ITEM:	Check (3) Existing Condition		<b>NOTES:</b> Your comments are required if "Needs Attention" column is checked (3) <i>Please list inspection item number before each comment you                      make and use multiple lines if necessary.</i>
	Good or Functional	Needs Attention	
<b>1. EXTERIOR</b>			
2. Foundation			
3. Walls			
4. Roof			
5. Paint			
6. Chimney			
7. Electrical Outlets, Switches & Fixtures			
8. Windows & Screens			
9. Doors <i>(Are there deadbolts?)</i>			
10. Gutters			
11. Water Faucets			
12. Mailbox			
13. Doorbell			
14. Patios and/or Decks			
15. Lawn			
16. Shrubs and/or Trees			
17. Walkways			
18. Driveway			
19. Fences			
20. Storage Units			
21. Water Drainage			
22. Other:			
23. Other:			
24. Other:			
25. Other:			
<b>26. ENTRY</b>			
27. Flooring <i>(type &amp; color?)</i>			
28. Sheetrock			
29. Wall Coverings / Paint			
30. Baseboard & Moldings			
31. Ceiling			
32. Electrical Outlets, Switches & Fixtures			
33. Windows & Window Latches			
34. Window Coverings			
35. Door(s)			
36. Door Hardware / Locks			
37. Closet			
38. Door Stops			
39. Other:			
<b>40. LIVING ROOM</b>			
41. Flooring <i>(type &amp; color?)</i>			
42. Sheetrock / Paint Color			
43. Wall Coverings			
44. Baseboard & Moldings			
45. Ceiling / Paint Color			
46. Electrical Outlets, Switches & Fixtures			



	Move-In Inspection and Inventory Item:	Good or Functional	Needs Attention	Your comments are required If "Needs Attention" column is checked (3)
47.	Windows & Window Latches			
48.	Window Coverings YES or NO			
49.	Door(s)			
50.	Door Hardware			
51.	Door Stops			
52.	Other:			
53.	<b>DINING ROOM</b> ** <i>Not Applicable</i>			
54.	Flooring ( <i>type &amp; color?</i> )			
55.	Sheetrock / Paint Color			
56.	Wall Coverings			
57.	Baseboard & Moldings			
58.	Ceiling / Paint Color			
59.	Electrical Outlets, Switches & Fixtures			
60.	Windows & Window Latches			
61.	Window Coverings YES or NO			
62.	Door(s)			
63.	Door Hardware			
64.	Door Stops			
65.	Other:			
66.	<b>KITCHEN</b>			
67.	Flooring ( <i>type &amp; color?</i> )			
68.	Sheetrock / Paint Color			
69.	Wall Coverings			
70.	Baseboard & Moldings			
71.	Ceiling / Paint Color			
72.	Electrical Outlets, Switches & Fixtures			
73.	Windows & Window Latches			
74.	Window Coverings YES or NO			
75.	Door(s)			
76.	Door Hardware			
77.	Door Stops			
78.	Pantry / Closet			
79.	Sink(s) <i>how many?</i> _____			** Porcelain ** Stainless steel ** Composite ** Other
80.	Faucets & Plumbing			
81.	Disposal			** None
82.	Cabinet Doors & Drawers			
83.	Cabinet Interiors			
84.	Countertops			
85.	Refrigerator ( <i>list Mfg., model, color and serial #</i> )			** None ** Has icemaker ** Refrig is stored in garage ( <i>if so, must keep it plugged in and running</i> )
86.	Stove / Oven ( <i>list Mfg., model, color and serial #</i> )			** None ** Free-standing ** Built-in ** Self cleaning electric ** Continuous cleaning electric ** Basic electric ** Natural gas
87.	Cooktop ( <i>list Mfg., model, color and serial #</i> )			** None ** Electric ** Natural gas
88.	Exhaust fan ( <i>list color</i> )			** None ** Vented ** Self-venting
89.	Dishwasher ( <i>list Mfg., model, color and serial #</i> )			** None
90.	Microwave			** None

	<b>Move-In Inspection and Inventory Item:</b>	<b>Good or Functional</b>	<b>Needs Attention</b>	<b>Your comments are required If "Needs Attention" column is checked (3)</b>
	<i>(list Mfg., model, color and serial #)</i>			
91.	Other:			
92.	Other:			
93.	<b>FAMILY ROOM</b> ** <i>Not Applicable</i>			
94.	Flooring <i>(type &amp; color?)</i>			
95.	Sheetrock / Paint Color			
96.	Wall Coverings			
97.	Baseboard & Moldings			
98.	Ceiling / Paint Color			
99.	Electrical Outlets, Switches & Fixtures			
100.	Windows & Window Latches			
101.	Window Coverings YES or NO			
102.	Door(s)			
103.	Door Hardware			
104.	Door Stops			
105.	Closet(s)			
106.	Other:			
107.	<b>HALLS / STAIRS</b>			
108.	Flooring <i>(type &amp; color?)</i>			
109.	Sheetrock / Paint Color			
110.	Wall Coverings			
111.	Baseboard & Moldings			
112.	Ceiling / Paint Color			
113.	Electrical Outlets, Switches & Fixtures			
114.	Door(s)			
115.	Door Hardware			
116.	Door Stops			
117.	Closet(s)			
118.	Other:			
119.	<b>MASTER BEDROOM</b>			
120.	Flooring <i>(type &amp; color?)</i>			
121.	Sheetrock / Paint Color			
122.	Wall Coverings			
123.	Baseboard & Moldings			
124.	Ceiling / Paint Color			
125.	Electrical Outlets, Switches & Fixtures			
126.	Windows & Window Latches			
127.	Window Coverings YES or NO			
128.	Door(s)			
129.	Door Hardware			
130.	Door Stops			
131.	Closet(s)			
132.	Other:			
133.	<b>MAIN / MASTER BATH</b> ** <i>Exclusively used by Master Bedroom</i>			
134.	Flooring <i>(type &amp; color?)</i>			
135.	Sheetrock / Paint Color			
136.	Wall Coverings			
137.	Baseboard & Moldings			
138.	Ceiling / Paint Color			
139.	Electrical Outlets, Switches & Fixtures			** Has GFI Outlet
140.	Windows & Window Latches			** None
141.	Window Coverings YES or NO			
142.	Door(s)			
143.	Door Hardware			
144.	Door Stops			
145.	Sink(s) <i>how many?</i> _____			** Porcelain ** Steel ** Composite ** Other

	Move-In Inspection and Inventory Item:	Good or Functional	Needs Attention	Your comments are required If "Needs Attention" column is checked (3)
146.	Vanity			** None
147.	Mirror			
148.	Towel Bar(s)			
149.	Soap Dish			** None
150.	Toilet			
151.	Toilet Paper Holder			
152.	Tub			** None ** Tub/Shower combo
153.	Shower			** None
154.	Tub and/or Shower Doors			** None
155.	Tile, Grout and/or Caulk			
156.	Faucets & Plumbing			
157.	Exhaust Fan			
158.	Linen Closet			
159.	Other:			
160.	Other:			
161.	<b>2<sup>nd</sup> BEDROOM</b> (Give location)			
162.	Flooring (type & color?)			
163.	Sheetrock / Paint Color			
164.	Wall Coverings			
165.	Baseboard & Moldings			
166.	Ceiling / Paint Color			
167.	Electrical Outlets, Switches & Fixtures			
168.	Windows & Window Latches			
169.	Window Coverings YES or NO			
170.	Door(s)			
171.	Door Hardware			
172.	Door Stops			
173.	Closet(s)			
174.	Other:			
175.	<b>3<sup>rd</sup> BEDROOM</b> (Give location) ** Not Applicable			
176.	Flooring (type & color?)			
177.	Sheetrock / Paint Color			
178.	Wall Coverings			
179.	Baseboard & Moldings			
180.	Ceiling / Paint Color			
181.	Electrical Outlets, Switches & Fixtures			
182.	Windows & Window Latches			
183.	Window Coverings YES or NO			
184.	Door(s)			
185.	Door Hardware			
186.	Door Stops			
187.	Closet(s)			
188.	Other:			
189.	<b>4<sup>th</sup> BEDROOM</b> (Give location) ** Not Applicable			
190.	Flooring (type & color?)			
191.	Sheetrock / Paint Color			
192.	Wall Coverings			
193.	Baseboard & Moldings			
194.	Ceiling / Paint Color			
195.	Electrical Outlets, Switches & Fixtures			
196.	Windows & Window Latches			
197.	Window Coverings YES or NO			
198.	Door(s)			
199.	Door Hardware			
200.	Door Stops			
201.	Closet(s)			
202.	Other:			
203.	<b>2<sup>nd</sup> BATH</b> ** Not Applicable			
204.	Flooring (type & color?)			

	Move-In Inspection and Inventory Item:	Good or Functional	Needs Attention	Your comments are required If "Needs Attention" column is checked (3)
205.	Sheetrock / Paint Color			
206.	Wall Coverings			
207.	Baseboard & Moldings			
208.	Ceiling / Paint Color			
209.	Electrical Outlets, Switches & Fixtures			.. Has GFI Outlet
210.	Windows & Window Latches			.. None
211.	Window Coverings YES or NO			
212.	Door(s)			
213.	Door Hardware			
214.	Door Stops			
215.	Sink(s) <i>how many?</i> _____			.. Porcelain .. Steel .. Composite .. Other
216.	Vanity			.. None
217.	Mirror			
218.	Towel Bar(s)			
219.	Soap Dish			.. None
220.	Toilet			
221.	Toilet Paper Holder			
222.	Tub			.. None .. Tub/Shower combo
223.	Shower			.. None
224.	Tub and/or Shower Doors			.. None
225.	Tile, Grout and/or Caulk			
226.	Faucets & Plumbing			
227.	Exhaust Fan			
228.	Linen Closet			
229.	Other:			
230.	Other:			
231.	<b>3<sup>rd</sup> BATH</b> .. <i>Not Applicable</i>			
232.	Flooring ( <i>type &amp; color?</i> )			
233.	Sheetrock / Paint Color			
234.	Wall Coverings			
235.	Baseboard & Moldings			
236.	Ceiling / Paint Color			
237.	Electrical Outlets, Switches & Fixtures			.. Has GFI Outlet
238.	Windows & Window Latches			.. None
239.	Window Coverings YES or NO			
240.	Door(s)			
241.	Door Hardware			
242.	Door Stops			
243.	Sink(s) <i>how many?</i> _____			.. Porcelain .. Steel .. Composite .. Other
244.	Vanity			.. None
245.	Mirror			
246.	Towel Bar(s)			
247.	Soap Dish			.. None
248.	Toilet			
249.	Toilet Paper Holder			
250.	Tub			.. None .. Tub/Shower combo
251.	Shower			.. None
252.	Tub and/or Shower Doors			.. None
253.	Tile, Grout and/or Caulk			
254.	Faucets & Plumbing			
255.	Exhaust Fan			
256.	Linen Closet			
257.	Other:			
258.	Other:			
259.	<b>4<sup>th</sup> BATH</b> .. <i>Not Applicable</i>			
260.	Flooring ( <i>type &amp; color?</i> )			
261.	Sheetrock / Paint Color			

	Move-In Inspection and Inventory Item:	Good or Functional	Needs Attention	Your comments are required If "Needs Attention" column is checked (3)
262.	Wall Coverings			
263.	Baseboard & Moldings			
264.	Ceiling / Paint Color			
265.	Electrical Outlets, Switches & Fixtures			`` Has GFI Outlet
266.	Windows & Window Latches			`` None
267.	Window Coverings YES or NO			
268.	Door(s)			
269.	Door Hardware			
270.	Door Stops			
271.	Sink(s) <i>how many?</i> _____			`` Porcelain `` Steel `` Composite `` Other
272.	Vanity			`` None
273.	Mirror			
274.	Towel Bar(s)			
275.	Soap Dish			`` None
276.	Toilet			
277.	Toilet Paper Holder			
278.	Tub			`` None `` Tub/Shower combo
279.	Shower			`` None
280.	Tub and/or Shower Doors			`` None
281.	Tile, Grout and/or Caulk			
282.	Faucets & Plumbing			
283.	Exhaust Fan			
284.	Linen Closet			
285.	Other:			
286.	Other:			
287.	<b>GARAGE / CARPORT</b> `` <i>Not Applicable</i>			
288.	Floor			
289.	Walls			
290.	Garage Doors <i>how many?</i> _____			`` Wood `` Masonite `` Metal
291.	Gar. Door Hardware			
292.	Gar. Door Openers <i>how many?</i> _____			`` None `` Has safety reverse mechanism
293.	Remotes Controls <i>how many?</i> _____			`` None
294.	Ceiling			
295.	Electrical Outlets, Switches & Fixtures			
296.	Windows & Window Latches			
297.	Other Door(s)			
298.	Other Door Hardware			
299.	Door Stops			
300.	Cabinets			
301.	Workbench			
302.	Other:			
303.	Other:			
304.	<b>SYSTEMS</b>			
305.	Cooling			`` Not Applicable
306.	Heating			
307.	Electrical			
308.	Plumbing			
309.	Security System			`` Not Applicable
310.	Lawn Sprinkler			`` Not Applicable
311.	Sump Pump			`` Not Applicable
312.	Water Softener			`` Not Applicable
313.	Other:			
314.	Other:			
315.	<b>ADDITIONAL ROOM #1</b> ( <i>Identify</i> )			
316.	Flooring ( <i>type &amp; color?</i> )			
317.	Sheetrock / Paint Color			

	<b>Move-In Inspection and Inventory Item:</b>	<b>Good or Functional</b>	<b>Needs Attention</b>	<b>Your comments are required If "Needs Attention" column is checked (3)</b>
318.	Wall Coverings			
319.	Baseboard & Moldings			
320.	Ceiling / Paint Color			
321.	Electrical Outlets, Switches & Fixtures			
322.	Windows & Window Latches			
323.	Window Coverings YES or NO			
324.	Door(s)			
325.	Door Hardware			
326.	Door Stops			
327.	Closet(s)			
328.	Other:			
329.	Other:			
330.	<b>ADDITIONAL ROOM #2 (Identify)</b>			
331.	Flooring ( <i>type &amp; color?</i> )			
332.	Sheetrock / Paint Color			
333.	Wall Coverings			
334.	Baseboard & Moldings			
335.	Ceiling / Paint Color			
336.	Electrical Outlets, Switches & Fixtures			
337.	Windows & Window Latches			
338.	Window Coverings YES or NO			
339.	Door(s)			
340.	Door Hardware			
341.	Door Stops			
342.	Closet(s)			
343.	Other:			
344.	Other:			
345.	<b>ADDITIONAL ROOM #3 (Identify)</b>			
346.	Flooring ( <i>type &amp; color?</i> )			
347.	Sheetrock / Paint Color			
348.	Wall Coverings			
349.	Baseboard & Moldings			
350.	Ceiling / Paint Color			
351.	Electrical Outlets, Switches & Fixtures			
352.	Windows & Window Latches			
353.	Window Coverings YES or NO			
354.	Door(s)			
355.	Door Hardware			
356.	Door Stops			
357.	Closet(s)			
358.	Other:			
359.	<b>ADDITIONAL ROOM #4 (Identify)</b>			
360.	Flooring ( <i>type &amp; color?</i> )			
361.	Sheetrock / Paint Color			
362.	Wall Coverings			
363.	Baseboard & Moldings			
364.	Ceiling / Paint Color			
365.	Electrical Outlets, Switches & Fixtures			
366.	Windows & Window Latches			
367.	Window Coverings YES or NO			
368.	Door(s)			
369.	Door Hardware			
370.	Door Stops			
371.	Closet(s)			
372.	Other:			
373.	Other:			
374.	<b>ADDITIONAL ROOM #5 (Identify)</b>			
375.	Flooring ( <i>type &amp; color?</i> )			
376.	Sheetrock / Paint Color			

	Move-In Inspection and Inventory Item:	Good or Functional	Needs Attention	Your comments are required If "Needs Attention" column is checked (3)
377.	Wall Coverings			
378.	Baseboard & Moldings			
379.	Ceiling / Paint Color			
380.	Electrical Outlets, Switches & Fixtures			
381.	Windows & Window Latches			
382.	Window Coverings YES or NO			
383.	Door(s)			
384.	Door Hardware			
385.	Door Stops			
386.	Closet(s)			
387.	Other:			
388.	Other:			
389.	<b>LANDLORD'S PERSONAL PROPERTY</b> ( <i>List Landlord's additional personal property which is located on the premises</i> )			
390.				
391.				
392.				
393.				
394.				
395.				
396.				
397.				
398.				

<b>ADDITIONAL NOTES</b>
Overall Impression of Exterior?
Overall Impression of Interior?
<b>FUNCTIONAL DEFECTS:</b> (Re-list all functional defects which need to be remedied by Landlord. This list should not include cosmetic or non-functional items which Landlord will normally not repair.)

**CLEANLINESS:** Every effort has been made to provide you with a property in an acceptable state of cleanliness. If we missed something or if you feel there is something that needs to be brought to our attention, please note, **IN DETAIL**, below.

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## Please Fill Out The Following And Update Us As Changes Take Place

*Additional phone number and e-mail address forms are available if more than 2 adults reside at the property*

Applicable Phone Numbers and Email Addresses	Check (3) Primary Day & Evening Contact Number
<b>Name of Occupant #1:</b>	
Home Phone:	.. Day .. Evening
Work Phone:	.. Day .. Evening
Cell Phone:	.. Day .. Evening
Pager:	.. Day .. Evening
Fax:	
Email	
<b>Name of Occupant #2:</b>	
Home Phone:	.. Day .. Evening
Work Phone:	.. Day .. Evening
Cell Phone:	.. Day .. Evening
Pager:	.. Day .. Evening
Fax:	
Email:	

- We certify that we have completed this *Move-In Inspection and Inventory Report* to the best of our ability. We understand that the next tenants who move into this rental will inspect the way we left the property and that their inspection will be compared to our inspection as part of the process to determine whether we are eligible for our Performance Bonus.
- We warrant that the property being rented is hereby accepted as being in a good and safe condition together with all furnishings unless we have delivered a written exception to the Landlord's agent **within 3 business days** of moving into the property.
- We understand that the Landlord does not provide stoves/ranges and refrigerators as part of the rental contract. We further understand that any existing stoves/ranges and/or refrigerators, which are stored on the property by the Landlord, may be used by us subject to the terms of the Rental Contract. *Existing refrigerators will be kept running to protect their compressors.*
- We agree to read, fully complete, and be bound by the attached *Tenant Instructions* and to return them along with this *Move-In Inspection & Inventory Report*. We also agree to return any rental signs and/or "rental locks" which we find at the property. We understand that we will receive a copy of the completed "Instructions" and the completed "Report".

**Our Mailing Address** (if different from property address): \_\_\_\_\_

**Dated this** \_\_\_\_\_ **day of** \_\_\_\_\_.

\_\_\_\_\_

(ALL SIGNATORIES TO RENTAL CONTRACT MUST SIGN)



Property Address:

## This Page MUST BE COMPLETED and RETURNED TO CARAVAN PROPERTIES

- ü Furnace Filters** Furnace filters should be changed (or cleaned if a permanent type) monthly during those months when furnace is in use. Your filter size is: \_\_\_\_\_ . Generally a box of these filters can be purchased at the grocery store for a reasonable amount. Changing filters will decrease your utility bill and help to keep dust from circulating around your house.
- ü Electrical Panel** The panel is located: \_\_\_\_\_ . Occasionally a GFI (Ground Fault Interrupter) circuit breaker will trip. This is usually because too many personal care appliances are operating at the same time. If this happens, the circuit breakers can be reset to see if this solves the problem before calling the electrician. Sometimes the breaker needs to be manually turned all the way off before it can be reset correctly. If this doesn't solve the problem, please contact us immediately.
- ü Main Water Supply Valve** This valve is located: \_\_\_\_\_ . It is important you know where this is and how it operates prior to experiencing a water leak that may require you to act quickly and turn off all water to the house. Please test the valve periodically to verify that it functions correctly.
- ü Sprinkler System Water Supply Valve**  None This valve is located: \_\_\_\_\_ . It is important you know where this is and how it operates for the same reason as listed above. As you know it is the Tenants' responsibility to shut down and drain any sprinkler systems prior to any ground freezes. We can give you recommendations of companies who can provide this service if you choose not to do it yourself.
- ü Smoke Alarms** These are located at the following areas of the house and have been tested to be operational:  
: \_\_\_\_\_  
: \_\_\_\_\_
- ü Carbon Monoxide Detector** This is located in the following area of the house and has been tested to be operational:  
: \_\_\_\_\_
- ü Fire Extinguishers** These are located in the following area of the house and has been tested to be operational:  
: \_\_\_\_\_  
: \_\_\_\_\_