



7150 Potomac Drive
Boise, ID 83704
(208) 321-1900



New Management Intake Sheet

Property Description	Owner/Entity Name		Contact Ph Number		Email Address		
	House Number		N,S,E, W	Street Name		St, Dr, Ave, Ct	Unit #
	City		State ID	Zip Code		Subdivision Name (legal address found on tax report)	
	Complex/Community Name			Tag/Promo Line			
	Location Information						
	Driving Directions						
	# of Bedrooms	# of Bathrooms	Square Footage (tax record)		Year Built	Date Available	Monthly Rent
	App Fee \$40	Pet Fee (Deposit and monthly pet rent)		Elementary School			
	Jr High School			High School			
	Remarks						
Security Deposit		Locking Mail Box # and Location		Pre-1978 Hand out Lead Based Paint Flyer	24-Hour Hotline #		
Dwelling Type (Check all that apply)							
<input type="checkbox"/> Single Family <input type="checkbox"/> Townhouse <input type="checkbox"/> Condo <input type="checkbox"/> Patio Hm <input type="checkbox"/> Duplex <input type="checkbox"/> Fourplex <input type="checkbox"/> Mobile Hm <input type="checkbox"/> Manufactured Hm <input type="checkbox"/> Apartment <input type="checkbox"/> Suite <input type="checkbox"/> Flat <input type="checkbox"/> Other/Remarks							
Property Details (Check all that apply)							
<input type="checkbox"/> Borders Preserve <input type="checkbox"/> Public Land <input type="checkbox"/> Waterfront Lot <input type="checkbox"/> Dock Access <input type="checkbox"/> Private Dock <input type="checkbox"/> Lake Subdivision <input type="checkbox"/> Golf Course Lot <input type="checkbox"/> Borders Preserve <input type="checkbox"/> Public Land <input type="checkbox"/> Waterfront Lot <input type="checkbox"/> City Lights View <input type="checkbox"/> Mountain View <input type="checkbox"/> Gated Community <input type="checkbox"/> Alley <input type="checkbox"/> Streets Not Paved <input type="checkbox"/> Borders Common Area <input type="checkbox"/> Borders Public Park <input type="checkbox"/> Other/Remarks							
Yard Sprinklers	Yard Details (Check all that apply)						
	<input type="checkbox"/> Grass in Front <input type="checkbox"/> Grass in Back <input type="checkbox"/> Bushes in Front <input type="checkbox"/> Bushes in Back <input type="checkbox"/> Trees in Front <input type="checkbox"/> Trees in Back <input type="checkbox"/> No Landscape in Front <input type="checkbox"/> Not Landscaped in Back <input type="checkbox"/> Flower Garden <input type="checkbox"/> No Yard <input type="checkbox"/> Other/Remarks						
	Yard Sprinklers (Check all that apply)						
<input type="checkbox"/> Front <input type="checkbox"/> Back <input type="checkbox"/> Full <input type="checkbox"/> Pressurized Irrigation <input type="checkbox"/> No Sprinklers <input type="checkbox"/> Owner to winterize <input type="checkbox"/> FRPM to winterize							
Location of Main Valves				Location of Sprinkler Timer			
Bedroom Descriptions	Master Bedroom #1 (Check all that apply)						
	<input type="checkbox"/> Split Bdrm <input type="checkbox"/> Upstairs <input type="checkbox"/> Downstairs <input type="checkbox"/> Separate Entrance <input type="checkbox"/> Walk-in Closet <input type="checkbox"/> Closet <input type="checkbox"/> Balcony <input type="checkbox"/> Bay Window <input type="checkbox"/> Window Seat <input type="checkbox"/> Window Coverings <input type="checkbox"/> Other/Remarks						
	Other Bedroom #2 (Check all that apply)						
	<input type="checkbox"/> Split Bdrm <input type="checkbox"/> Upstairs <input type="checkbox"/> Downstairs <input type="checkbox"/> Separate Entrance <input type="checkbox"/> Walk-in Closet <input type="checkbox"/> Closet <input type="checkbox"/> Balcony <input type="checkbox"/> Bay Window <input type="checkbox"/> Window Seat <input type="checkbox"/> Window Coverings <input type="checkbox"/> Guest Quarters <input type="checkbox"/> Other/Remarks						
	Other Bedroom #3 (Check all that apply)						
<input type="checkbox"/> Split Bdrm <input type="checkbox"/> Upstairs <input type="checkbox"/> Downstairs <input type="checkbox"/> Separate Entrance <input type="checkbox"/> Walk-in Closet <input type="checkbox"/> Closet <input type="checkbox"/> Balcony <input type="checkbox"/> Bay Window <input type="checkbox"/> Window Seat <input type="checkbox"/> Window Coverings <input type="checkbox"/> Guest Quarters <input type="checkbox"/> Other/Remarks							
Other Bedroom #4 (Check all that apply)							
<input type="checkbox"/> Split Bdrm <input type="checkbox"/> Upstairs <input type="checkbox"/> Downstairs <input type="checkbox"/> Separate Entrance <input type="checkbox"/> Walk-in Closet <input type="checkbox"/> Closet <input type="checkbox"/> Balcony <input type="checkbox"/> Bay Window <input type="checkbox"/> Window Seat <input type="checkbox"/> Window Coverings <input type="checkbox"/> Guest Quarters <input type="checkbox"/> Other/Remarks							
Other Bedroom #5 (Check all that apply)							
<input type="checkbox"/> Split Bdrm <input type="checkbox"/> Upstairs <input type="checkbox"/> Downstairs <input type="checkbox"/> Separate Entrance <input type="checkbox"/> Walk-in Closet <input type="checkbox"/> Closet <input type="checkbox"/> Balcony <input type="checkbox"/> Bay Window <input type="checkbox"/> Window Seat <input type="checkbox"/> Window Coverings <input type="checkbox"/> Guest Quarters <input type="checkbox"/> Other/Remarks							
Bathrooms	Master Bathroom (Check all that apply)						
	<input type="checkbox"/> 3/4 Bath <input type="checkbox"/> Full Bath <input type="checkbox"/> Separate Shower & Tub <input type="checkbox"/> Double Sinks <input type="checkbox"/> Jetted Tub <input type="checkbox"/> No Mstr Bath <input type="checkbox"/> Other/Remarks						
	Bathroom #2 (Check all that apply)						
	<input type="checkbox"/> 1/2 Bath <input type="checkbox"/> 3/4 Bath <input type="checkbox"/> Full <input type="checkbox"/> Separate Shower & Tub <input type="checkbox"/> Double Sinks <input type="checkbox"/> Jetted Tub <input type="checkbox"/> Other/Remarks						
Bathroom #3 (Check all that apply)							
<input type="checkbox"/> 1/2 Bath <input type="checkbox"/> 3/4 Bath <input type="checkbox"/> Full <input type="checkbox"/> Separate Shower & Tub <input type="checkbox"/> Double Sinks <input type="checkbox"/> Jetted Tub <input type="checkbox"/> Other/Remarks							
Bathroom #4 (Check all that apply)							
<input type="checkbox"/> 1/2 Bath <input type="checkbox"/> 3/4 Bath <input type="checkbox"/> Full <input type="checkbox"/> Separate Shower & Tub <input type="checkbox"/> Double Sinks <input type="checkbox"/> Jetted Tub <input type="checkbox"/> Other/Remarks							

Dining/Kitchen Other Rooms	Dining Room Description: (Check all that apply) <input type="checkbox"/> Dining Rm off Kitchen <input type="checkbox"/> Formal Dining Rm <input type="checkbox"/> Dining in Family Rm <input type="checkbox"/> Eat-In Kitchen <input type="checkbox"/> Breakfast RM <input type="checkbox"/> Breakfast Bar <input type="checkbox"/> Other/Remarks					
	Kitchen Description: (Check all that apply) <input type="checkbox"/> Oven/Range <input type="checkbox"/> Separate Oven & Range <input type="checkbox"/> Two Ovens <input type="checkbox"/> Refrigerator <input type="checkbox"/> Ice Maker in Fridge <input type="checkbox"/> Separate Ice Maker <input type="checkbox"/> Built-in D/W <input type="checkbox"/> Microwave <input type="checkbox"/> Disposal <input type="checkbox"/> Kitchen Island <input type="checkbox"/> Closet Pantry <input type="checkbox"/> Walk-in Pantry <input type="checkbox"/> Other/Remarks					
	Laundry Description: (Check all that apply) <input type="checkbox"/> Washer <input type="checkbox"/> Gas Dryer <input type="checkbox"/> Electric Dryer <input type="checkbox"/> Stacked W/D <input type="checkbox"/> Hookups <input type="checkbox"/> Community Laundry <input type="checkbox"/> Coin-OP <input type="checkbox"/> No Laundry <input type="checkbox"/> Other/Remarks					
	Make and Color of appliances					
Coverings Fireplaces	Other Rooms: (Check all that apply) <input type="checkbox"/> Family <input type="checkbox"/> Great Rm <input type="checkbox"/> Office/Den <input type="checkbox"/> Game/Rec rm <input type="checkbox"/> Loft <input type="checkbox"/> Finished Basement <input type="checkbox"/> Unfinished Basement <input type="checkbox"/> Walk-in Attic <input type="checkbox"/> Detached Workshop <input type="checkbox"/> Clubhouse <input type="checkbox"/> Formal Living rm/Parlor <input type="checkbox"/> Formal foyer/Entry <input type="checkbox"/> Other/Remarks					
	Floor Coverings: (Check all that apply) <input type="checkbox"/> Carpet <input type="checkbox"/> Ceramic Tile <input type="checkbox"/> Vinyl Tile <input type="checkbox"/> Vinyl/Linoleum <input type="checkbox"/> Hardwood <input type="checkbox"/> Laminate Hardwood <input type="checkbox"/> Concrete <input type="checkbox"/> Other/Remarks					
	Window Coverings: (Check all that apply) <input type="checkbox"/> Drapes <input type="checkbox"/> Mini Blinds <input type="checkbox"/> Faux Blinds <input type="checkbox"/> vertical Blinds <input type="checkbox"/> Shutters <input type="checkbox"/> Cloth Blinds <input type="checkbox"/> Plastic Blinds <input type="checkbox"/> Metal Blinds <input type="checkbox"/> Wood Shutters <input type="checkbox"/> Screens <input type="checkbox"/> Other/Remarks					
	Number of Fireplaces:		Location of Fireplaces:		Type of Fireplace <input type="checkbox"/> Gas <input type="checkbox"/> Wood Burning <input type="checkbox"/> Wood Stove <input type="checkbox"/> Pellet Stove <input type="checkbox"/> No Fireplace	
External/Community Features	Pool/Hot Tub Description: (Check all that apply) <input type="checkbox"/> Private Pool <input type="checkbox"/> Community Pool <input type="checkbox"/> Public Pool <input type="checkbox"/> Heated Pool <input type="checkbox"/> Lap Pool <input type="checkbox"/> Above Ground Pool <input type="checkbox"/> No Pool <input type="checkbox"/> Hot Tub <input type="checkbox"/> Other/Remarks					
	Internal Features: (Check all that apply) <input type="checkbox"/> Skylights <input type="checkbox"/> Vaulted Ceilings <input type="checkbox"/> Central Vacuum <input type="checkbox"/> Wet Bar <input type="checkbox"/> Intercom <input type="checkbox"/> Fire Sprinklers <input type="checkbox"/> Alarm System <input type="checkbox"/> Cable/Satellite Ready <input type="checkbox"/> Other/Remarks					
	Alarm Code and Instructions:					
	External Features: (Check all that apply) <input type="checkbox"/> Private Yard/Courtyard <input type="checkbox"/> Children's Play Area <input type="checkbox"/> Water Sprinkler System <input type="checkbox"/> Separate Guest Entrance <input type="checkbox"/> Patio/Deck <input type="checkbox"/> Covered Patio/Deck <input type="checkbox"/> Gazebo <input type="checkbox"/> Tennis Court <input type="checkbox"/> Circular Dr <input type="checkbox"/> Private St <input type="checkbox"/> Fountain <input type="checkbox"/> Pond <input type="checkbox"/> Storage Shed <input type="checkbox"/> Other/Remarks					
Parking	Fencing: <input type="checkbox"/> Full <input type="checkbox"/> Partial <input type="checkbox"/> Cedar <input type="checkbox"/> Vinyl					
	Community Features: (Check all that apply) <input type="checkbox"/> Gated <input type="checkbox"/> Clubhouse <input type="checkbox"/> Playground <input type="checkbox"/> Exercise RM <input type="checkbox"/> Community Area <input type="checkbox"/> BBQ Grills <input type="checkbox"/> Tennis Court <input type="checkbox"/> Basketball Court <input type="checkbox"/> Volleyball Court <input type="checkbox"/> Fishing Pond <input type="checkbox"/> Putting Green <input type="checkbox"/> Conference Rm <input type="checkbox"/> Media/Business Center <input type="checkbox"/> Other/Remarks					
	Handicapped Features: (Check all that apply) <input type="checkbox"/> Fully Adapted <input type="checkbox"/> Partially Adapted <input type="checkbox"/> Not Adapted <input type="checkbox"/> Other/Remarks					
	# of Garage Spaces		Assigned Garage #	Garage Opener (Yes/No)	Garage Key Pad #	Garage Attached or Detached
Heating and Cooling	Assigned Carport Space # <input type="checkbox"/> Street Only Parking <input type="checkbox"/> Driveway Only Parking <input type="checkbox"/> RV Parking <input type="checkbox"/> Other/Remarks					
	Heating Description: (Check all that apply) <input type="checkbox"/> Electric Forced Air <input type="checkbox"/> Gas <input type="checkbox"/> Electric Heat Pump <input type="checkbox"/> Wall/Floor Heat <input type="checkbox"/> Radiant Heat <input type="checkbox"/> Electric BB Heat <input type="checkbox"/> Electric Wall Cadet Heat <input type="checkbox"/> Hydronic					
	Location of Furnace:			Furnace Filter Size:		
	Cooling Description: (Check all that apply) <input type="checkbox"/> Window/Wall Unit <input type="checkbox"/> Central A/C <input type="checkbox"/> No A/C <input type="checkbox"/> Other/Remarks					
Marketing	Water Heater (Gas or Electric)		Water Heater Location			
	Sewer Service: (Check all that apply) <input type="checkbox"/> City Sewer Service <input type="checkbox"/> Septic Tank		If Septic, when last pumped		Is, FRPM to put Septic Pumping on Schedule	
	Pet Policy: (Check all that apply) <input type="checkbox"/> Possible w/approval <input type="checkbox"/> Cats OK <input type="checkbox"/> Dogs under 20# <input type="checkbox"/> Dogs over 20# <input type="checkbox"/> Outdoor Only <input type="checkbox"/> Indoor Only <input type="checkbox"/> No Pets					
	Items Included in Rent: (Check all that apply) <input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Trash <input type="checkbox"/> Gas <input type="checkbox"/> Electricity <input type="checkbox"/> Lawn Care <input type="checkbox"/> Pool/Hot Tub Care <input type="checkbox"/> Internet Service <input type="checkbox"/> Cable/Satellite TV <input type="checkbox"/> None					
Mainten ance	Lease Details: (Fill in Blank)					
	Marketing Features: (Click all that apply) <input type="checkbox"/> Hot Property <input type="checkbox"/> Move-in Special <input type="checkbox"/> Available Now <input type="checkbox"/> Section 8 Available <input type="checkbox"/> Other/Remarks					
	Location of Crawl Space Access		Attic Access Location		Breaker/Fuse Panel Location	
Location of Main Water Shut-off Valve		Interior Paint Codes		Exterior Paint Codes		