

PARKER PROPERTIES, INC.

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(801)958-8863

[I.S.I.P]

PROPERTY WORKSHEET

- [1] property address _____ 45 letters
(street address), (city, state zip)
- [2a] primary owner's name _____ 18 letters
- [2b] secondary owner's name _____ 18 letters
- [3a] owner status: (1) single-prop owner or (2) multiple-prop owner
- [3b] ownership type: (1) individual or (2) joint tenants
(3) partnership or (4) corporation
- [4] owner's tax ID _____ ###-##-#### or ##-##### format
- [5a] owner's home phone ___/___-____ ###/###-#### format
- [5b] owner's work phone ___/___-____ ###/###-#### format
- [5c] owner's Fax/Overseas phone _____ 24 letters or numbers
- [6] owner's address _____ 28 letters x 3 lines

(street address / city, state zip)

(country)
- [7] date management ends ___/___/___ MM/DD/YY format
- [8] 1st mortgage company name
and address _____ 64 letters
(company name / street address / city, state zip)
- [9] 1st mortgage ID number _____ 16 digits/letters
- [10] 1st mortgage payment amount \$_____
- [11] 2nd mortgage company name
and address _____ 64 letters
(company name / street address / city, state zip)
- [12] 2nd mortgage ID number _____ 16 digits/letters

[13] 2nd mortgage payment amount \$ _____

[14] balance disposition: (1) send to owner, (2) hold for owner, or (3) special

special disposition name
and address _____

(bank name / street address / city, state zip) 84 l

bank account number _____ 16 digits/letters

[15] insurance company name
and address _____

(company name / street address / city, state zip) 84 l

[16] insurance coverage amount \$ _____

[17] OL&T insurance: (1) none, (2) provided by owner, or (3) provided by co

[18] general comments _____ 75 letters total

[19] percent commission _____ and/or flat fee \$ _____

- [20] type property: (1) house (2) duplex (3) triplex (4) quadriplex
(5) apartment (6) condominium (7) town house (8) efficiency apt (9) warehouse
- [21] type floor plan: (1) single story (2) split level (3) two story (4) multi-story
- [22] type construction: (1) brick (2) brick veneer (3) cinder block (4) asbestos shingle
(5) wood (6) aluminum siding (7) stucco
- [23] area location: (1) northeast (2) northwest (3) southeast (4) southwest
(5) central
- [25] number of bedrooms: (1) 1 bedroom (2) 2 bedrooms (3) 3 bedrooms (4) 4 bedrooms
(5) 5 bedrooms (6) no bedroom
- [26] number of bathrooms: (1) 3/4 bath (2) 1 bathroom (3) 1 1/2 baths (4) 1 3/4 baths
(5) 2 baths (6) 2 1/2 baths (7) 2 3/4 baths (8) 3 baths (9) 4 baths
- [27] type living room: (1) living room (2) live-in room (3) formal living room (4) living room-firepl
- [28] type family room: (1) no family room/den (2) family room/den (3) study/library (4) game/rec room
(5) den with fireplace
- [29] type dining room: (1) dining area (2) kitchen dining area (3) dining room (4) formal dining room

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- [30] type kitchen: (1) efficiency kitchen (2) kitchen (3) luxury kitchen (4) country kitchen
 (5) breakfast area (6) breakfast bar
- [31] type stove: (1) electric stove (2) gas stove (3) 2 oven elect stove (4) 2 oven gas stove
 (5) gas & m'wave oven (6) elect & m'wave oven (7) elect stove needed (8) gas stove needed (9) elec/gas stove
- [32] refrigerator: (1) refrigerator (2) refrigerator/ice mk (3) refrigerator needed
- [33] dishwasher-disposal: (1) no dishwasher (2) built-in dishwasher (3) portable dishwasher (4) dishwasher-disposal
 (5) garbage disposal
- [34] laundry facilities: (1) no laundry facility (2) garage laundry area (3) closet laundry area (4) kitchen laundry
 (5) laundry room (6) laundromat avail (7) basement laundry
- [35] washers: (1) washer (2) washer needed (3) NO washer conn
- [36] dryer: (1) electric dryer (2) gas dryer (3) elect dryer needed (4) gas dryer needed
 (5) NO dryer conn
- [37] carpeting: (1) fully carpeted (2) partial carpeting (3) hardwood floors (4) tile floors
- [38] carpet color: (1) beige (2) blue & gray (3) brown (4) gold
 (5) green (6) rust
- [39] closet/storage area: (1) standard closets (2) walk-in closets (3) outside storage
- [40] parking facilities: (1) street parking (2) private parking (3) carpad (4) carport
 (5) carport/garage (6) single car garage (7) double car garage (8) detached garage
- [41] heating: (1) no heating (2) electric heat (3) gas heat (4) oil heat
 (5) wall heaters (6) space heaters (7) floor heater
- [42] cooling: (1) no cooling (2) refrigerated air (3) window air units (4) evaporative air
 (5) refrig & evap air
- [43] type of fans: (1) no fans (2) ceiling fans (3) attic fan (4) window fans
- [44] yard features: (1) no special features (2) patio (3) swimming pool (4) hot tub
 (5) pool and hot tub (6) one office (7) two offices
- [45] type of fencing: (1) no fences (2) front fence (3) rear fence (4) front-rear fence
- [46] sprinkling system: (1) auto sprinklers (2) manual sprinklers (3) partial sprinklers (4) no sprinklers
- [47] smoking: (1) smoking allowed (2) no smoking allowed

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- [49] square feet _____ ft² 0 to 9999
- [50] rent amount \$ _____
- [51] deposit amount \$ _____
- [52] lease term _____ months 0 to 99
- [53] property features _____
- [54] pet restrictions: (1) no pets allowed (2) pets with deposit (3) no dogs allowed (4) no cats allow
- [55] elementary school name _____ 15 letters
- [56] junior high school name _____ 15 letters
- [57] senior high school name _____ 15 letters
- [58a] primary tenant's name _____ 15 letters
- [58b] secondary tenant's name _____ 15 letters
- [59] tenant's home phone ___/___-___ ###/###-#### format
- [60] tenant's employer _____ 15 letters
- [61] tenant's work phone ___/___-___ ###/###-#### format
- [62] date lease expires ___/___/___ MM/DD/YY format
- [63] credit check date ___/___/___ MM/DD/YY format
- [64] tenant comments _____