

Initial Property Management Request Form

Property Address	
Number of Units	
Former Owner occupied Unit	
Date of Request	
Requested by	
Contact number/email	
Maintenance Start Date	
Maintenance End Date	

Common Areas	
Description of Common areas	
Snow Plowing? (Y/N)	
Lawn Mowing? (Y/N)	
Trash Removal? (Y/N)	
Other	

Unit # 1 Name(s)	
Description/Location of Unit	
Phone number(s)	
Best time to reach	
Email address	
Inside Maintenance Y/N	
Comments	

Unit # 2 Name(s)	
Description/Location of Unit	
Phone number(s)	
Best time to reach	
Email address	
Inside Maintenance (Y/N)	
Comments	

Unit # 3 Name(s)	
Description/Location of Unit	
Phone number(s)	
Best time to reach	
Email address	
Inside Maintenance Y/N	
Comments	