

# Property Intake Form

Get Your Personalized Management Quote

Thank you for your interest in professional property management! Please complete this form to help me understand your property and goals. I'll use this information to provide you with a personalized quote and service recommendation.

## I. Owner Information

**Full Name:**

*Your full name*

**Email Address:**

*your.email@example.com*

**Phone Number (WhatsApp preferred):**

*+57 XXX XXX XXXX*

**Current Location / Time Zone:**

*e.g., Bogotá, Colombia / EST*

## II. Property Details

**Property Address:**

*Full address in Cali*

**Neighborhood:**

*e.g., San Antonio, Granada, Ciudad Jardín*

**Property Type:**

Apartment/Condo  House  Studio  Other: \_\_\_\_\_

**Bedrooms:** \_\_\_\_\_

**Bathrooms:** \_\_\_\_\_

**Square Meters:** \_\_\_\_\_

**Max Occupancy:** \_\_\_\_\_

**Key Amenities (check all that apply):**

- WiFi  Air Conditioning  Pool  Gym  Parking
- Washer/Dryer  Kitchen  Balcony  Rooftop  Pet-Friendly
- Building Security  Elevator  Other: \_\_\_\_\_

### III. Current Property Status

**Is the property currently listed on Airbnb or other platforms?**

- Yes (Platform: \_\_\_\_\_)  No, not yet listed

**If yes, current average nightly rate:**

e.g., \$50-80 USD

---

**If yes, current monthly occupancy rate:**

e.g., 60%, 75%

---

**Property furnishing status:**

- Fully furnished and ready  Partially furnished  Unfurnished (needs setup)

## IV. Management Preferences

### Which service tier interests you most?

- Essential (15%) - Remote owners, basic management
- Executive (20%) - Hands-off investors, includes cleaning/maintenance
- Partner (25%) - Growth-focused, full market strategy
- Not sure - need recommendation

### What are your primary goals for this property?

- Maximize revenue  Passive income with minimal involvement
- Long-term property value growth  Offset mortgage/expenses
- Other: \_\_\_\_\_

### Do you currently have cleaning/maintenance contacts in Cali?

Yes / No - If yes, please specify

---

### How involved do you want to be in day-to-day operations?

- Completely hands-off  Monthly reports only  Regular updates & approvals

## V. Additional Services Interest

### Which additional services would you like to add?

- Professional Photography (\$150-250)
- AI Sync & Automation (\$75/month)
- Monthly Maintenance Fund (\$50-100)
- Interior Design Consultation (custom quote)
- None at this time

## VI. Timeline & Budget Expectations

### When would you like to launch your listing?

- Immediately (within 2 weeks)  1-2 months  3+ months  Flexible

### What is your expected monthly revenue goal?

e.g., \$800-1200 USD

---

### Do you have a budget for initial setup/improvements?

e.g., \$500-1000 USD

---

## VII. Additional Information

**Any additional details, questions, or special requirements?**

### Next Steps

After submitting this form, I will review your property details and contact you within 24-48 hours with a personalized quote and service recommendation. We'll then schedule a consultation to discuss your goals and answer any questions.

*Saori - Real Estate Virtual Assistant | WhatsApp: [Your Number] | Email: [Your Email]*