

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]