



**RENTAL PROPERTY OWNER INTAKE FORM**  
(Intended to be provided with a property management agreement  
or lease listing, but not with a residential lease)  
(C.A.R. Form RPOI, Revised 12/25)

Douglas Elliman

Rental Property Owner, \_\_\_\_\_ ("RPO")  
provides the following answers with regard to the real property described as \_\_\_\_\_,  
Unit # \_\_\_\_\_, situated in \_\_\_\_\_ County of \_\_\_\_\_, California ("Premises").  
RPO authorizes that the answers provided on this form may be used to supplement a lease listing or property management agreement  
with a broker and in preparation for executing a lease with a tenant.

1. **Note to RPO, PURPOSE:** To provide a broker with information about known material facts affecting the Premises, to help eliminate misunderstandings about the condition of the Premises and, where relevant, to document an RPO's response to contractual requirements.

- Answer based on actual knowledge and recollection.
- Something that you do not consider material may be perceived differently by others.
- Think about what you would want to know if you were leasing or renting the Premises.
- Read the questions carefully and take your time.

2. **RPO COMPLIANCE REQUIREMENTS:** RPO is advised that many of the items below, such as 4 - 13, may require compliance with the applicable legal standard prior to leasing or renting the Premises. **A real estate broker is qualified to advise on real estate transactions and does not have expertise in these areas. If RPO desires legal advice, RPO should consult a qualified California real estate attorney.**

3. **RPO's AWARENESS:** For each statement below, answer the question "Are you (RPO) aware of..." by checking either "Yes" or "No." **A "Yes" answer is appropriate no matter how long ago the item being asked about happened or was documented unless otherwise specified.** Explain any "Yes" answers in the space provided.

4. **WATER CONSERVING PLUMBING FIXTURES:**

**ARE YOU (RPO) AWARE OF...**

Whether the Premises was built prior to January 1, 1994..... ☐ Yes ☐ No

- (1) If Yes, have any plumbing fixtures been installed to be compliant plumbing fixtures as defined by Civil Code § 1101.3 ..... ☐ Yes ☐ No
- (2) If Yes to 1, are there any remaining plumbing fixtures on the Premises that are non-compliant plumbing fixtures..... ☐ Yes ☐ No

Note: §§ 1101.1 - 1101.5 of the Civil Code require all commercial and residential properties, including both single family and multi-family, to be equipped with water-conserving plumbing fixtures.

Explanation: \_\_\_\_\_

5. **WATER HEATERS:**

**ARE YOU (RPO) AWARE OF...**

Whether any standard water heater with a capacity of not more than 120 gallons is NOT braced, anchored, or strapped in place in accordance with applicable law..... ☐ Yes ☐ No

Explanation: \_\_\_\_\_

6. **CARBON MONOXIDE DETECTORS:**

**ARE YOU (RPO) AWARE OF...**

Whether the Premises has a fossil fuel burning heater, appliance, or an attached garage..... ☐ Yes ☐ No

If yes, has RPO installed any carbon monoxide detectors..... ☐ Yes ☐ No

Explanation: \_\_\_\_\_

7. **SMOKE ALARMS:**

**ARE YOU (RPO) AWARE OF...**

Whether smoke alarm(s) have been installed in compliance with legal requirements in each bedroom, in the hallway outside of each bedroom and on each floor whether or not a bedroom is located on the floor..... ☐ Yes ☐ No

Explanation: \_\_\_\_\_

8. **POOL/SPA SAFETY:**

**ARE YOU (RPO) AWARE OF...**

Whether there is a pool or spa on the Premises..... ☐ Yes ☐ No

- (1) If yes, does any pool or spa on the Premises have an approved anti-entrapment drain cover? (No further explanation required.)..... ☐ Yes ☐ No
- (2) If yes, are any of the following safety features installed on the Premises? (No further explanation required.)

- ..... ☐ Yes ☐ No
- ☐ An enclosure that isolates the pool/spa
  - ☐ Removable mesh fencing with a self-closing and self-latching gate
  - ☐ A manually or power operated safety pool cover
  - ☐ Exit alarms on a private single-family home's door and windows providing direct access
  - ☐ A self-closing, self-latching device on a single-family home's doors
  - ☐ An alarm in the pool that will detect accidental or unauthorized access to the pool/spa
  - ☐ Other: As long as it meets equal or greater protection to the above safety features: \_\_\_\_\_

Explanation: \_\_\_\_\_



**9. BED BUGS:****ARE YOU (RPO) AWARE OF...**Whether there is any current infestation of bed bugs..... ☐ Yes ☐ No

Note: RPO acknowledges that beginning July 1, 2017, for new tenants and January 1, 2018 for existing tenants, all tenants must be provided a notice regarding bed bugs (C.A.R. Form BBD). RPO further acknowledges that it is unlawful to show, rent, or lease a property if there is a known current bed bug infestation.

Explanation: \_\_\_\_\_

**10. PROPOSITION 65 WARNING NOTICE:****ARE YOU (RPO) AWARE OF...**Whether a Proposition 65 warning notice has been posted on the Premises..... ☐ Yes ☐ No

Note: Proposition 65 warning notice is required when there are more than 10 employees, which may include both employees of the RPO or Property Manager.

Explanation: \_\_\_\_\_

**11. GAS METER(S):****ARE YOU (RPO) AWARE OF...**Whether there are separate gas meters for different rental units on the Premises..... ☐ Yes ☐ No

(1) If yes, specify below which unit(s) have separate gas meters.

(2) If yes, specify below which, if any, meters on the Premises are equipped with earthquake shutoff safety valves and the location of the shutoff valves.

Explanation: \_\_\_\_\_

**12. ELECTRIC METER(S):****ARE YOU (RPO) AWARE OF...**Whether there are separate electric meters for different rental units on the Premises..... ☐ Yes ☐ No

If yes, specify below which unit(s) have separate electric meters.

Explanation: \_\_\_\_\_

**13. WATER METER(S):****ARE YOU (RPO) AWARE OF...**Whether the water meter(s) servicing the Premises are equipped with a shutoff safety valve..... ☐ Yes ☐ No

If yes, specify below the location of the shutoff valves

Explanation: \_\_\_\_\_

**14. PERMITS:****ARE YOU (RPO) AWARE OF...****A.** Any room additions, structural modification, or other alterations or repairs made without necessary permits..... ☐ Yes ☐ No**B.** Whether any residential unit(s) on the Premises do not contain all permits and governmental approvals needed to lawfully lease or rent any such dwelling..... ☐ Yes ☐ No

Explanation: \_\_\_\_\_

**15. PARKING:****ARE YOU (RPO) AWARE OF...**Whether Premises contains any on site parking..... ☐ Yes ☐ No(1) If yes, the parking spots are ☐ assigned to specific units or ☐ first come, first served(2) If yes, is there an additional charge for onsite parking..... ☐ Yes ☐ No

Explanation: \_\_\_\_\_

**16. STORAGE:****ARE YOU (RPO) AWARE OF...**Whether Premises contains any on site storage space apart from the rental unit..... ☐ Yes ☐ No(1) If yes, the storage spaces are ☐ assigned or ☐ first come, first served(2) If yes, is there an additional charge for onsite storage..... ☐ Yes ☐ No

Explanation: \_\_\_\_\_

**17. TRASH PICKUP:****ARE YOU (RPO) AWARE OF...**Whether the Premises contains scheduled trash pickup..... ☐ Yes ☐ No

(1) If yes, what are the days on which trash pickup is scheduled \_\_\_\_\_

(2) If yes, specify below any specific restrictions or obligations regarding trash recycling or separation \_\_\_\_\_

Explanation: \_\_\_\_\_

**18. LAWN WATERING:****ARE YOU (RPO) AWARE OF...**Whether the tenants are obligated to water any lawns or other landscaping on the Premises..... ☐ Yes ☐ No

If yes, specify below any local watering restrictions limiting the amount or frequency of any watering

Explanation: \_\_\_\_\_

**19. PETS:****ARE YOU (RPO) AWARE OF...**Whether the RPO maintains a "pet policy" for the Premises..... ☐ Yes ☐ No

If yes, specify below the specifics or limitations of any such policy. RPO is advised that RPO may not prohibit a tenant from having a qualified service or support animal.

Explanation: \_\_\_\_\_

**20. KEYS****ARE YOU (RPO) AWARE OF...****A.** Whether the Premises has been re-keyed since the previous occupant vacated..... ☐ Yes ☐ No

- B. Whether additional keys are needed to access the amenities provided with the Premises, such as other doors, mailboxes, pools, laundry rooms, storage units, or other areas..... ☐ Yes ☐ No
- C. Whether there are any garage door or gate openers/remotes..... ☐ Yes ☐ No
- Explanation: \_\_\_\_\_

**21. MAILBOXES:**

**ARE YOU (RPO) AWARE OF...**

- Whether the Premises contains separate individual mailboxes for the units..... ☐ Yes ☐ No
- (1) If yes, are the mailboxes keyed or otherwise separately secured..... ☐ Yes ☐ No
- (2) If yes, specify the location of any mailboxes \_\_\_\_\_
- Explanation: \_\_\_\_\_

**22. LAUNDRY ROOM/APPLIANCES:**

**ARE YOU (RPO) AWARE OF...**

- A. Whether the Premises contains a separate or community laundry room..... ☐ Yes ☐ No
- (1) If yes to A, specify below whether laundry appliances are provided for use by the tenants or are the tenants required to provide their own machines
- B. Whether there are appliances that will be provided with a lease..... ☐ Yes ☐ No
- (1) If yes, check all that will be provided
- |                                       |  |   |
|---------------------------------------|--|---|
| <input type="checkbox"/> Oven(s);     | <input type="checkbox"/> Wine Refrigerator(s); | <input type="checkbox"/> Microwave(s);  |
| <input type="checkbox"/> Washer(s);   | <input type="checkbox"/> Dryer(s);             | <input type="checkbox"/> Dishwasher(s); |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____          | <input type="checkbox"/> Other: _____   |
- (2) If yes to B, are they leased by a third party vendor..... ☐ Yes ☐ No
- (3) If yes to B, will RPO be responsible for replacement or maintenance..... ☐ Yes ☐ No
- C. Whether there is an existing stove and refrigerator in good working order..... ☐ Yes ☐ No
- If no, California law requires that all new, amended, or extended residential leases include a stove and refrigerator in good working order unless the dwelling is permanent supportive housing, a single room occupancy unit, a residential hotel, or a dwelling unit within a housing facility that offers shared communal kitchen space (as described in California Civil Code § 1941.1(b)). A tenant may elect to bring their own refrigerator and be responsible for maintenance; but can subsequently give 30 day written notice to the housing provider to furnish a refrigerator.
- Explanation: \_\_\_\_\_

**23. WOOD BALCONIES AND STAIRS:**

**ARE YOU (RPO) AWARE OF...**

- If the building on which the Premises is located contains 3 or more units, whether the building has balconies, decks, stairways or other structure ("Elevated Elements") extending beyond the exterior walls of the building, which are at least 6 feet above ground level, and supported in whole or in part by wood or wood-based products..... ☐ Yes ☐ No
- (1) If yes, has an inspection report been obtained within the last 6 years to assess the safety of the elevated elements..... ☐ Yes ☐ No
- (2) If yes to (1), specify if the report indicates whether the Elevated Elements are in need of repair or are in proper working condition and do not pose a threat to health or safety.
- Note: If RPO obtains an inspection report for the safety of elevated elements, RPO must maintain, in the RPO's permanent records, inspection reports for the last two cycles of reports obtained.
- Explanation: \_\_\_\_\_

**24. OTHER MATERIAL FACTS:**

**ARE YOU (RPO) AWARE OF...**

- Any other material facts affecting the Premises..... ☐ Yes ☐ No
- Explanation: \_\_\_\_\_

**25. OWNERSHIP INFORMATION:**

- A. How does Rental Property Owner hold title? \_\_\_\_\_
- B. Is this a Corporation, LLC with a corporate member, or Real Estate Investment Trust?..... ☐ Yes ☐ No
- C. Does Rental Property Owner own other rental properties?..... ☐ Yes ☐ No
- D. If this is a duplex or SFR with ADU, will the owner be living in the other unit?..... ☐ Yes ☐ No
- (If Yes, RPO is advised to inform property manager if they no longer occupy the unit after a tenancy is started.)
- E. When was the certificate of occupancy issued? \_\_\_\_\_

**RPO represents that RPO has provided the answers and, if any, explanations and comments on this form and any attached addenda and that such information is true and correct to the best of RPO's knowledge as of the date signed by RPO. Unless otherwise specified in writing, Broker and any real estate licensee or other person working with or through Broker has not verified information provided by RPO.**

Rental Property Owner \_\_\_\_\_ Date \_\_\_\_\_

Rental Property Owner \_\_\_\_\_ Date \_\_\_\_\_

**I ACKNOWLEDGE RECEIPT OF A COPY OF THIS RENTAL PROPERTY OWNER INTAKE FORM.**

Real Estate Broker Douglas Elliman of California, Inc. By \_\_\_\_\_ Date \_\_\_\_\_

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