



Est. 1981

**MANAGEMENT INFORMATION SHEET**

Property Address: \_\_\_\_\_

Type of Property: Single Family \_\_\_ Multi Unit \_\_\_ Condo

**Owner #1 Name :** \_\_\_\_\_ **SSN:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone (h) \_\_\_\_\_ (w) \_\_\_\_\_ (cellular) \_\_\_\_\_

(E-mail) \_\_\_\_\_ (fax) \_\_\_\_\_

**Owner #2 Name :** \_\_\_\_\_ **SSN:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone (h) \_\_\_\_\_ (w) \_\_\_\_\_ (cellular) \_\_\_\_\_

(E-mail) \_\_\_\_\_ (fax) \_\_\_\_\_

**For Additional Owners, please attach a separate sheet**

Monthly statements mailed to: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Monthly checks:

Direct Deposit (Authorization attached)

Mail to: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone (h) \_\_\_\_\_ (w) \_\_\_\_\_ (cellular) \_\_\_\_\_  
(E-mail) \_\_\_\_\_ (fax) \_\_\_\_\_

**Mortgage Holder:** \_\_\_\_\_ Acct# \_\_\_\_\_

Address: \_\_\_\_\_

Mortgage Payments include: Real Estate Taxes  Insurance

Do you want us to make payments for your hazard insurance? Yes  No

Real Estate taxes? Yes  No

Please notify your insurance company and the Department of Finance and Revenue of our mailing address if we are to make these payments on your behalf. Bills should be sent in your name, c/o John C. Formant Real Estate, Inc.

Please note that the District of Columbia Department of Finance and Revenue will fine any owner found to be receiving the Homestead Deduction illegally. Homeowners are required to notify the Department of Finance and Revenue immediately when their homes are converted into rental units. John C. Formant Real Estate, Inc. will not notify the Department of Finance and Revenue on your behalf, nor will it be liable for any penalties, fines and/or interest that the government may levy as a result of a failure to comply with this requirement.

**Condo Association Management:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_

Fees include: Gas  Electricity  Cable TV  Pool  Parking  Other

**Insurance Company:** \_\_\_\_\_

Address: \_\_\_\_\_

Claims Phone: \_\_\_\_\_

Agent's name: \_\_\_\_\_ Tel # \_\_\_\_\_

Please note that John C. Formant Real Estate, Inc. will not make any mortgage, condo, insurance or tax payments unless it has been approved by our accounting department, prior to signing the Property Management Agreement. John C. Formant Real Estate, Inc. is not obligated under any circumstances to make such payments if funds are not available. Also, please ensure that your insurance company has been notified that the property described herein is now rental property and to amend your current policy to an Owner-Landlord-Tenant Liability Insurance policy and have this office listed on the policy as an additional insured. Please attach copies of all insurance policies.

**Physical Information**

Brief description of property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe any ongoing maintenance problems or any special maintenance requests:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate the location at the property of the following:

Main water cut-off: \_\_\_\_\_

Water meter: \_\_\_\_\_

Gas meter: \_\_\_\_\_

Electric meter: \_\_\_\_\_

Main electrical panel: \_\_\_\_\_

Smoke detectors: \_\_\_\_\_

Type of Heat:

Gas radiator  Gas furnace  Oil radiator  Heat pump  Electric baseboard

Type of Cooling: Central A/C  Heat pump  Window units  Other

Type of Hot Water: Gas  Electric  Oil

Please indicate any instructions for maintenance, warranties, or service contracts for these or any other appliances, property roof, or termites/pests: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Service contract for Heat/AC held by: \_\_\_\_\_ Phone \_\_\_\_\_

If you don't hold a service contract, would you like us to obtain one? Yes  No

**Scheduled maintenance requests:**

Would you like your gutters cleaned in the late fall? Yes  No

Again in the spring? Yes  No

**Tenant Information:**

Will you accept pets? Yes  No  If yes, please be specific: \_\_\_\_\_

Will you accept tenants who are smokers? Yes  No

Other Special Instructions (Including preferred vendors) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach extra pages if necessary

**D.C./Federal Government Regulations**

*Basic Business License*

The District of Columbia requires that any landlord who collects rent be registered as an unincorporated business franchise and obtain a Basic Business License (DC Code 47-2828; 47-2851 DC Municipal Regulation Title 14, Chapter 2). Failure to do so may result in fines. John C. Formant Real Estate, Inc. will not assume any liability in the event Owner fails to comply with these laws.

Has property owner obtained a Basic Business License? Yes  No

BBL Date \_\_\_\_\_ Please attach copy of license.

Rental Accommodations Division Registration/Exemption # \_\_\_\_\_ (Please attach copy of RAO Registration)

If property is under Rent Control, please attach copies of all Rental Accommodations Filings.

If Owner has not obtained a Basic Business License, John C. Formant Real Estate, Inc. may obtain one on Owner's behalf and charge Owner's account for services.

If the property contains more than one unit, please attach a copy of the Occupancy Permit.

**Lead Paint**


Please complete the **attached** Lead Paint Disclosure form, required by the Lead-Based Paint Hazard Reduction Act of 1996 (Title X, Section 1018). **Premises cannot be rented without Owner's signature on the completed Lead Disclosure form.**

Owner certifies the accuracy of the information on this form by signing below.

**Signatures:**

\_\_\_\_\_  
Owner #1 date

\_\_\_\_\_  
Owner #2 date

225 Pennsylvania Avenue, S.E. Washington, D.C. 20003    
Tel : 202.544.3900 Fax : 202.546.1771 www.johnformant.com

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Est. 1981

**Disclosure of Information on Lead-Based Paint and Lead-Based Hazards**

**Lead Warning Statement**

*Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Tenants must also receive a Federally approved pamphlet on lead poisoning prevention.*

**Lessor's Disclosure**

\_\_\_\_\_ (a) Presence of lead-based paint or lead-based paint hazards (check one):

(initial)

- Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).
- Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

\_\_\_\_\_ (b) Records and reports available to the lessor (check one):

(initial)

- Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead based paint hazards in the housing (list documents)
- Lessor has no reports or records pertaining to lead-based paint and/ or lead-based paint hazards in the housing.

**Lessee's Acknowledgement (initial)**

\_\_\_\_\_ (c) Lessee has received copies of all information listed above.

\_\_\_\_\_ (d) Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

**Agent's Acknowledgment (initial)**

\_\_\_\_\_ (e) Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852(d) and is aware of his/her responsibility to ensure compliance.

**Certification of Accuracy**

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

\_\_\_\_\_  
Lessor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent

\_\_\_\_\_

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