

## PROFESSIONAL PROPERTY MANAGEMENT QUESTIONNAIRE

Property Type: \_\_\_\_\_ Location #: \_\_\_\_\_

Ownership Entity: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Fax #: \_\_\_\_\_

Property Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Building \$: \_\_\_\_\_ Contents \$: \_\_\_\_\_

Gross Potential Annual Rents \$: \_\_\_\_\_ Elevator #: \_\_\_\_\_ Escalator #: \_\_\_\_\_

Number of Units: \_\_\_\_\_ Number of Stories \_\_\_\_\_ Number of Buildings: \_\_\_\_\_

Year Built: \_\_\_\_\_ Year Updated: \_\_\_\_\_ Square Footage: \_\_\_\_\_

Percent Occupied: \_\_\_\_\_ Construction Type: Frame: \_\_\_\_\_ Masonry: \_\_\_\_\_ Other: \_\_\_\_\_

Roof: Composition \_\_\_\_\_ Built-Up \_\_\_\_\_ Tile \_\_\_\_\_ Other: \_\_\_\_\_

Wiring: Copper \_\_\_\_\_ Aluminum Pigtailed \_\_\_\_\_ Aluminum \_\_\_\_\_

Circuit Breakers? (Yes/No) \_\_\_\_\_ Under Renovation? (Yes/No) \_\_\_\_\_

Graffiti Present? (Yes/No) \_\_\_\_\_ Signs of Deferred Maintenance? (Yes/No) \_\_\_\_\_

Commercial Exposure? (Yes/No) \_\_\_\_\_ Type? \_\_\_\_\_

Fire Sprinklers? (Yes/No) \_\_\_\_\_

Smoke Detectors? (Yes/No) \_\_\_\_\_ Hardwire \_\_\_\_\_ Battery \_\_\_\_\_ Checked How Often? \_\_\_\_\_

Number of Pools? \_\_\_\_\_ Fenced? (Yes/No) \_\_\_\_\_ Self Locking Gates? (Yes/No) \_\_\_\_\_

Diving Boards? (Yes/No) \_\_\_\_\_ Depth Markers? (Yes/No) \_\_\_\_\_

Bars on Bedroom Windows? (Yes/No) \_\_\_\_\_ *If yes contact our office immediately*

Recreation Facilities (Describe): \_\_\_\_\_

Occupancies (List by Type): \_\_\_\_\_

Lender       Additional Insured

Company Name: \_\_\_\_\_ Loan Number: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Fax #: \_\_\_\_\_

**LOSS EXPERIENCE (Last 5 Years):**

Date of Loss	Description	Amount Paid/Reserve	Property or Liability Loss

Completed by (Please Print) \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_