



"Because Our Service Measures Up"

7508 East Independence Blvd., Ste. 126 Charlotte NC 28227

Office 704-567-0906 Fax 704-323-7018

www.MetricRealtyCompany.com

Owner Information Sheet

Please complete this sheet. The information provided will enable us to better manage your property.

Legal Property Owner: _____

Property Address: _____

Insurance

Notify your insurance agent that the property above is a rental so that the appropriate insurance coverage can be placed on the property. Provide us with a copy of the declaration page of your insurance policy

Insurance Company: _____

Policy# _____

Agent _____

Agent's Phone Number: _____

Security System

If the property is monitored by a monitored alarm system, contact the company to let the know it will be a rental to determine your options as it relates to payments, assignments and terminations.

Security System Company: _____

Phone Number: _____

Security Code: _____

Security Gate

Code: _____

Number of access cards: _____

Garage Door Opener



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Number of remote openers _____
Garage code _____
Make/Model _____

Home Warranty

Warranty Company _____
Contract Number _____
Policy period Start: _____ End: _____

Phone Number: _____

All Utilities are maintained in the owner's name. Utilities should be on when the property is vacant. You may contact Duke Energy to inquire about the revert to owner program – 800-

Is the house number visible from the street: Yes _____
No: _____

Is there a working smoke and carbon monoxide detector on each level of the property?

(Requirement of Charlotte Housing Code)

Have all personal items been removed from the property? If not, list items that remain

Appliances

Stove _____
Microwave _____
Refrigerator _____
Dishwasher _____
Washer _____
Dryer _____



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Other _____

Does the property include a fireplace?

Gas _____ Wood _____

Last chimney flue cleaning _____

Mortgage

Is there a mortgage on the property? Yes _____ No _____

If yes, please include a copy of your most recent mortgage statement