



***H&S Reny Property Management, Inc.***

***553 Main Street  
Lewiston, Maine 04240  
Tel: (207) 783-2199  
Fax: (207) 777-7343***

***Client Set up Information Request***

In order to serve our clients in the best interest of all parties involved we have a small list of start up information we request to make things smooth and to set the base to protect both parties as best we can. This information is based on past experiences and has proven to benefit all parties, also it is information we require to fill out the energy disclosure and lead disclosure forms per state laws.

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

- 1) Please supply all tenant names, leases and rent history for each unit. If the tenant is a Tenant At Will, please let us know.
- 2) Please supply any move in inspection reports you have. (If you do not have one, we will work with the tenant to get one with their sign off to use for any security deposit adjustment in the future.)
- 3) Please supply lead base paint disclosure information signed by the current tenants. (If none is supplied, we will work with the tenant to get it for the records.)
- 4) Please supply the energy efficiency disclosure form. (If none is supplied, we will work with the tenant to get it for the records.)
- 5) Please supply any tenant information you have from interviews or reference checks. (Such as Social Security numbers etc, these can be used towards collecting any owed amounts after the tenants move out.)
- 6) Please supply any special history on the property. (Such as this tenant is doing the lawn, or shoveling or anything pertinent to managing the property.)
- 7) Please supply all keys for units and common areas. (Tagged and neatly organized.)
- 8) When was the last time the furnace was serviced? \_\_\_\_\_ (If not in the last year, we will have it serviced at the owners expense to keep it running at its most efficient level and to prevent costly emergency repairs.)
- 9) When was the last time the chimney was cleaned? \_\_\_\_\_ (If not in the last year, we will have it cleaned at the owners expense to keep the furnace efficient and to prevent fire code issues.)
- 10) Does the property have fuses or breakers? \_\_\_\_\_ (If it has fuses we encourage owners to change to breakers for insurance purposes and it is a cost savings to not be replacing fuses when they blow.)
- 11) Does the property have a house meter? \_\_\_\_\_ (We encourage house meters, unless the tenant that pays the house power, has it specifically called out in the lease or the owner includes the electric for that unit.)
- 12) What fuel does the heating system run on? Oil \_\_\_ natural gas \_\_\_ propane \_\_\_ kerosene \_\_\_ electric \_\_\_ wood \_\_\_ other \_\_\_\_\_.
- 13) If any exposed pipes or ducts in unheated crawl spaces insulated? Yes \_\_\_ No \_\_\_
- 14) What fuel does the hot water operate on? Oil \_\_\_ natural gas \_\_\_ propane \_\_\_ solar \_\_\_ electric \_\_\_ wood \_\_\_ other \_\_\_\_\_.
- 15) Are exposed domestic hot water pipes insulated? Yes \_\_\_ No \_\_\_

- 16) Are the walls insulated? Filled \_\_\_ Partially Filled \_\_\_ No Insulation \_\_\_ Unknown \_\_\_
- 17) What is the insulation thickness in the walls? Less than 3" \_\_\_ 3"-6" \_\_\_ more than 6" \_\_\_
- 18) Are the ceilings insulated? Filled \_\_\_ Partially Filled \_\_\_ No Insulation \_\_\_ Unknown \_\_\_
- 19) What is the insulation thickness in the walls? Less than 3" \_\_\_ 3"-6" \_\_\_ more than 6" \_\_\_
- 20) Are the floors over unheated areas insulated? Filled \_\_\_ Partially Filled \_\_\_ No Insulation \_\_\_  
Unknown \_\_\_
- 21) Are the basement walls insulated? (minimum 2' below grade) Yes \_\_\_ No \_\_\_
- 22) What type are the windows? Single Pane \_\_\_ Single + Storm \_\_\_ Double \_\_\_  
Double + Low E \_\_\_ Better \_\_\_
- 23) What type are the doors? Insulated \_\_\_ Storm \_\_\_ Insulated + Storm \_\_\_ Neither \_\_\_
- 24) What type of refrigerator? Pre 1995 \_\_\_ Post 1995 \_\_\_ Energy Star \_\_\_ Unknown \_\_\_
- 25) Do you have a gas stove? Electronic Ignition \_\_\_ Pilot Light \_\_\_ No Gas Stove \_\_\_
- 26) Is there any lead based paint and/or lead based paint hazards in the unit? No \_\_\_ Yes \_\_\_ Explain:  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please feel free to contact us if you have any questions and we will be happy to answer them for you.

Sincerely,  
H&S Reny Property Management, Inc.