

PROPERTY INFORMATION & SERVICES RESPONSIBILITY (PF001)

Rental Agent: _____

Date Viewed: _____

General Info			
Complex (if applicable) <i>If new complex, complete PF002</i>			
Reserved Areas (if applicable) <i>e.g. Carpark##/s, Garage##/s, etc.</i>			
Type	House / Town House / Flat / Apartment / Bachelor / Garden Flat / Room / Commercial / Farm / Penthouse / Building		
Portfolio			
Address & Listing Details			
Unit Name	<i>Only applicable to units in complexes</i>	Erf#	
Street Address		Sqm	
Suburb <i>Read: Area</i>		#Bedrooms	
City <i>Read: Suburb</i>		#Bathrooms	
Province	Western Cape	#Parking Bays	
Postal Code		#Garages	
Description & Other Info			
Description:		Additional Information:	

Services Responsibility			
Electricity	☐ Included in Rent ☐ Billed to Tenant ☐ Pre-paid ☐ Flat Fee (R_____ pm) ☐ PEC Metering	Garden	☐ Included in Rent ☐ Billed to Tenant ☐ Tenant Responsibility ☐ Not Applicable
Prepaid Meter #		Pool	☐ Included in Rent ☐ Billed to Tenant ☐ Tenant Responsibility ☐ Not Applicable
Water	☐ Pre-paid ☐ Included in Rent ☐ Billed to Tenant ☐ Flat Fee (R_____ pm)	Security	☐ Included in Rent ☐ Billed to Tenant ☐ Tenant Responsibility
Sewerage	☐ Included in Rent ☐ Billed to Tenant		
Refuse	☐ Included in Rent ☐ Billed to Tenant		
Other Info			
Security Info	Alarm Code		
	Alarm Password		
	Contact Number		
Property Orientation	Refuse Removal Day		
	Geyser Location		
	Water Stop Cock Location		
	Distribution Board Location		
Inventory / Chattels (e.g. stove, oven, etc.)			
Item Name	Item Type <i>i.e. Make / model / etc</i>	Item Location	Quantity