



GTP Rental Owner Onboarding Form

Revised 3-25-2022

Globe Trotter Properties, LLC
3033 Wilson Blvd. Suite 770 Arlington, VA 22201
www.globetrotterproperties.com
Office: (703) 495-3082

Rental Owner Contact Information

Address of Rental Property: _____

Name of Primary Contact: _____

Primary Contact Phone #1: _____ Phone #2: _____

Primary Contact Email: _____

Name of Secondary Contact: _____

Secondary Contact Phone #1: _____ Phone #2: _____

Secondary Contact Email: _____

We will create an account for the Primary Contact in Buildium to access income and expense reports and receive confirmations of bank transactions. Would you like the secondary contact to have a Buildium account as well? Yes No

Where will you be located while your property is being managed (city, country)?

Mailing Address (*Different from rental property – Please no PO Boxes*):

Address: _____

City: _____ State: _____ Zip: _____

Country: _____

If you provided an AA/AE/AP address above, please also provide a Dip Pouch address:

Property Questionnaire

Please complete this questionnaire in its entirety. The information you provide will help us to better market your rental property if we are listing it and better manage your home.

Property Description

1. Address of Rental Property: _____
2. Availability Date: _____
3. Previous Rent Charged and When: _____
4. Desired Rent: _____
5. How many official BR/BA in your home? BR _____ BA _____
6. # of BR/BA on upper floor? _____
7. # of BR/BA on main floor? _____
8. # of BR/BA on lower level/finished basement? _____
9. How many stories, including basement? _____
10. Year built? _____ Date Purchased (Mo/Yr)? _____
11. How many square feet? _____
12. Architectural design (high rise, craftsman, Victorian, rambler)? _____
13. How far from metro? _____ Bus? _____ Bike route? _____ Interstate? _____
14. Parking: Street Parking or Off-street Parking
 - a. If off-street, how many spaces? _____ Space Numbers (if any): _____
 - b. Attached garage, carport, driveway? _____
15. Kitchen:
 - a. Refrigerator (style, age)? _____
 - b. Separate Freezer (style, age)? _____
 - c. Stove or Range: Gas Electric Age/Type: _____
 - d. Cooktop: Yes No Age: _____
 - e. Wall Oven: Yes No Age: _____
 - f. Dishwasher: Yes No Age: _____



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- g. Microwave Yes No Age: _____
- h. Garbage Disposal Yes No Age: _____
16. Hardwood floors, tile, carpet? _____
17. Washer/Dryer in unit? Yes No
18. Heating (check all that apply): Radiant heat Forced air Gas Electric Oil
 Wood Stove Other _____
19. Cooling (check all that apply): Central air Window units Other _____
20. Ceiling fans? Yes No If yes, which rooms? _____
21. Walk-in closets? Yes No If yes, which rooms? _____
22. Basement Finished Unfinished No basement
23. Yard Size – approximate square feet _____
- a. Fenced? Yes No
- b. Landscaped? Yes No
- c. Do you have a Patio Balcony Deck Storage Shed Pool
24. Fireplace(s)? Yes No Gas Wood-burning Not Operational
- If yes, are screens/doors included? _____
- If yes, when was the last time it was cleaned and inspected? _____
25. Special features (in-law suite, Jacuzzi, work room)? _____
26. Separate storage? _____
27. Furnishings left in home? _____
28. Other information: _____



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Pets

Note: In most cases, we can rent your home at a higher monthly rate should you decide to allow pets. GTP requests tenants pay a "pet rent" in the amount of \$25/pet per month, unless otherwise negotiated.

Do you wish to allow pets? Yes No

If yes, please list any restrictions (cats only, dog only, weight limit, number of pets per home, building restrictions, etc). _____

Property Maintenance

1. Please provide your property insurance company and policy number.

Most homeowners choose to purchase a landlord policy which is typically a fire policy with rental income loss protection. Please check with your insurance provider for more details.

2. Please provide information for the following utilities and service.

Sign up for revert-to-owner service directly with your utility companies for vacant periods.

Electric Co. _____ Account # _____

Monthly Cost \$ _____ Included in rent? Yes No

Gas Co. _____ Account # _____

Monthly Cost \$ _____ Included in rent? Yes No

Water Co. _____ Account # _____

Monthly Cost \$ _____ Included in rent? Yes No

Hot Water: Oil Gas Electric

Heating: Oil Gas Electric Heat Pump Other _____

Air Conditioning Oil Gas Electric Other _____

Trash/Recycling Service _____ Monthly Cost \$ _____

Days collected: _____

Yard Maintenance _____ Monthly Cost \$ _____



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3. Please list any other utilities that are included in your HOA or you would like to pay for while your home is being rented:

4. Who is your cable/internet provider? _____

5. Do you have a Home Warranty? Yes No

If yes, please include the company, phone number, policy number, expiration date and what is covered: _____

6. Do you have an alarm system at your home? Yes No

If yes, please indicate the provider, contact information, and any codes necessary to activate and deactivate the alarm: _____

7. Where is your circuit breaker located? _____

8. Where is the water meter and shut off valve? _____

9. Where is your gas meter and shut off valve? _____

10. Do your outdoor water spigots need to be turned off from inside the home during winter months? Yes No

Please remember to tag your water and gas shut off points.

11. Have you had any significant physical issues with your property, including but not limited to leaks, flooding, electrical problems, foundation issues, and pests. Yes No

If yes, please explain: _____

12. Do you use a pest control service? Yes No

If yes, please provide the name of the pest company, phone number, which pest they treat and how often. _____

13. Do you use a housekeeper, yard maintenance/landscaping company, or specific repair person with whom you would prefer to continue working? Yes No

If yes, please provide name and contact information: _____

14. If there is any other information you would like to provide about your physical property, please include it here: _____

Neighborhood

15. What is your neighborhood name? _____

16. How would you describe your neighbors? _____

17. Please provide the name and contact information for one neighbor we can contact in case of an emergency: _____

18. Any additional neighborhood information you would like to highlight? (i.e. Local Business, recreation centers, dog parks, etc) _____



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Homeowners Association and Building Information (if applicable)

19. Please provide the contact information for the HOA or Building Manager:

20. Is there a concierge/receptionist at your building? Yes No

If so, what are the hours? _____

Contact name, phone & email: _____

If not, how are packages delivered? _____

21. Is there an HOA/building lease addendum or any additional leasing requirements/restrictions? _____

22. Are there move-in/-out fees associated with your building? Yes No

If yes, how much? _____

23. Are there any special move-in/-out procedures or guidelines? Yes No

If yes, what are they? _____

24. Is there storage outside of your unit the tenant can use? Yes No

If yes, where is it? _____

25. Do you have a designated mailbox? Yes No

If yes, what is your mailbox number? _____

26. Are there any building amenities that you wish to highlight? (i.e. roof deck, workout facilities, etc.) _____

27. If there is any other information you would like to provide about your building or HOA, please include it here: _____



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Licensing Information (DC & MD Homeowners ONLY)

(DC Only) If you already have a BBL, please read "DC Homeowners Already Licensed" and provide: BBL Number* _____ Exp Date (Mo/Yr) _____

RAD Registration/Rent Control Exemption Number*: _____

Would you like GTP to renew your BBL on your behalf? Yes No

(DC Only) you do not have a BBL, GTP can apply for one for you. Please follow the steps in the "DC Homeowners GTP Can Help You Get a License" and answer the following:

Would you like a 2 year or 4 year BBL? 2-Year 4-Year

If your property is zoned for 2+ units, provide your Certificate of Occupancy Number*:

Provide a US-based address (no PO Box) for your RAD application. It can be in c/o a friend:

If you have a friend or neighbor who resides in DC who can serve as your Registered Agent, please provide their name, address, and email here:

(MD Only) If you have an active rental license, provide: License Number _____
Exp Date (Mo/Yr) _____ City/County _____

If you have a friend or neighbor who lives in MD and can serve as your Legal Agent, please provide their name, address, and email: _____

(MD properties built prior to 1978 ONLY)

Please provide your MDE tracking number (starts with 0) _____

If you would like GTP to update and renew your MDE registration annually, please provide the password to your account: _____

If your home is certified "Lead Free", provide: Cert #* _____ Date _____

**Please upload a copy at www.globetrotterproperties.com/onboardingforms*

Photographer Agreement

If you choose Globe Trotter Properties to list your home and create your ad, *we strongly advise the use of professional photos for your listing*. We find that listings with professional photos get more inquiries and rent faster than those who do not use professional photos.

Please review your options for photographs and **select only one**:

- 1. TAKE YOUR OWN PHOTOS:** You may choose to take your own photographs. This will incur no additional cost.
- 2. USE YOUR OWN PHOTOS:** You may already have photographs from when the house was purchased. If you would like to use these, then please provide us *with written approval from the photographer or realtor*. This will incur no additional cost.
- 3. HIRE YOUR OWN PHOTOGRAPHER:** If you have a preferred photographer you would like to use, you can coordinate the shoot and provide us with the photos. If you would like us to schedule the shoot, please provide your photographer's name and contact information:
- 4. USE A GLOBE TROTTER PROPERTY PROVIDED PHOTOGRAPHER:** We work with several professional photographers in the area. *If you choose to use a GTP-provided photographer, this incurs an additional cost and you retain the rights to the photos*. The expense would be deducted from your rental income and does not need to be paid directly to the photographer or to Globe Trotter Properties.

Approximate date the property will be ready to be photographed: _____