

# Welcome!

*Furnishing the following information to the property manager will greatly assist them in helping you select your new home.*

YOUR NAME(S) \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_

\_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_

WORK PHONE \_\_\_\_\_

MOBILE PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

APARTMENT SIZE/PRICE RANGE \_\_\_\_\_

DATE NEEDED \_\_\_\_\_



NUMBER OF OCCUPANTS \_\_\_\_\_

#OF PETS/WEIGHT \_\_\_\_\_

SPECIAL REQUIREMENTS \_\_\_\_\_

REASON FOR MOVING \_\_\_\_\_

## HOW DID YOU HEAR ABOUT THIS PROPERTY?

- INTERNET:
- COMMUNITY/CORPORATE WEBSITE
  -  
  - CRAIGSLIST.COM
  - APARTMENTS.COM
  - FORRENT.COM
  - RENT.COM
  - APARTMENTGUIDE.COM
  - MYNEWPLACE.COM
  - OTHER WEBSITE(S): \_\_\_\_\_
- NEWSPAPER
- MAGAZINE
- SIGNAGE
- DRIVING BY
- RESIDENT REFERRAL NAME \_\_\_\_\_
- REFERRAL OTHER \_\_\_\_\_

FOR OFFICE USE ONLY:

LEASING CONSULTANT \_\_\_\_\_

COMMENTS \_\_\_\_\_

APARTMENT SHOWN \_\_\_\_\_

\_\_\_\_\_

PRICE QUOTED \_\_\_\_\_

\_\_\_\_\_

SPECIALS QUOTED \_\_\_\_\_

ENTERED INTO YARDI:

1ST FOLLOW-UP \_\_\_\_\_

DATE INITIALS

WALK-IN

TOUR

2ND FOLLOW-UP \_\_\_\_\_

PROSPECT CODE

CALL

3RD FOLLOW-UP \_\_\_\_\_

CONTACT TYPE

EMAIL