



Metropolitan
MARKETING & MANAGEMENT

HOME TO ADVERTISE SHEET

UNIT ID _____ New Home _____ 30 Day notice _____ Change _____ Eviction _____
 Address: _____ Unit # _____
 City: _____ Zip: _____ Gate Code: _____
 BR/BA _____ SF _____ Yr Blt _____ Pool: Y/N HOA: Y/N
 Parking: _____ Crossroads _____

AD STRATEGY		
Lease Purchase:	YES / NO	
Min. Purch \$	_____	
Date	Rent	Dn
_____	_____	_____
_____	_____	_____
_____	_____	_____

THIS FORM MUST BE GIVEN TO LEASING BY TUESDAY FOR WEEKEND ADS

Database Website Boards AZ Rep MLS Craig's List Rentclicks Rentalhouses GreenSheet Backpage Area Spec. Pub. Ads Complete

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> 10 Foot Ceilings | <input type="checkbox"/> Data Ready | <input type="checkbox"/> Heated Spa | <input type="checkbox"/> RV Gate & Pad |
| <input type="checkbox"/> 12 Foot Ceilings | <input type="checkbox"/> Detached Guest House | <input type="checkbox"/> Horse Property | <input type="checkbox"/> Sauna Room |
| <input type="checkbox"/> 14 + Foot Ceilings | <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Intercom System | <input type="checkbox"/> Security System |
| <input type="checkbox"/> 9 Foot Ceilings | <input type="checkbox"/> Dog Run | <input type="checkbox"/> Lakeside Community | <input type="checkbox"/> Shutters |
| <input type="checkbox"/> All Appliances | <input type="checkbox"/> Drinking Water Sys. | <input type="checkbox"/> Media Room | <input type="checkbox"/> Skylight(s) |
| <input type="checkbox"/> Attached Guest House | <input type="checkbox"/> Dryer | <input type="checkbox"/> Mist System | <input type="checkbox"/> Spa |
| <input type="checkbox"/> Blinds | <input type="checkbox"/> Exercise Room | <input type="checkbox"/> Built-in BBQ | <input type="checkbox"/> Walk-In Closet(s) |
| <input type="checkbox"/> Carpet Upgraded | <input type="checkbox"/> Fire Sprinklers | <input type="checkbox"/> Outdoor Irrigation | <input type="checkbox"/> Tiled Main Areas |
| <input type="checkbox"/> Cable Ready | <input type="checkbox"/> Fireplace(s) | <input type="checkbox"/> Outdoor Landscape Lighting | <input type="checkbox"/> Travertine Tile |
| <input type="checkbox"/> Ceiling Fans | <input type="checkbox"/> Furnished | <input type="checkbox"/> Outdoor Pond | <input type="checkbox"/> Upgraded Blinds |
| <input type="checkbox"/> Central Vacuum | <input type="checkbox"/> Garage Floor Epoxy | <input type="checkbox"/> Pantry | <input type="checkbox"/> Upgraded Cabinets |
| <input type="checkbox"/> Ceramic Tile | <input type="checkbox"/> Gated Community | <input type="checkbox"/> Patio | <input type="checkbox"/> Vaulted Ceilings |
| <input type="checkbox"/> Corner Lot | <input type="checkbox"/> Golf Course Lot | <input type="checkbox"/> Pool | <input type="checkbox"/> Walk-In Pantry |
| <input type="checkbox"/> Courtyard(s) | <input type="checkbox"/> Granite Counters | <input type="checkbox"/> Refrigerator | <input type="checkbox"/> Washer |
| <input type="checkbox"/> Covered Patio(s) | <input type="checkbox"/> Great View(s) | <input type="checkbox"/> Remodeled | <input type="checkbox"/> Wet Bar(s) |
| <input type="checkbox"/> Crown Molding | <input type="checkbox"/> Heated Pool | <input type="checkbox"/> RV Gate | <input type="checkbox"/> Wine Cellar |
| <input type="checkbox"/> Cul-De-Sac Lot | | | <input type="checkbox"/> Wood Flooring |

Special Instructions to Agent: _____

Home Owner's Association: _____ Contact: _____ Phone: _____

Subdivision : _____ School District: _____

Keys Received: Home _____ Mailbox _____ # _____ Garage _____ Remotes _____ Pool _____ Community Gate _____ Misc _____

OWNER NAME: _____ HM: _____

WK: _____ CELL: _____ EMAIL: _____

I (agent) _____ having obtained and recorded this information do account that this information is 100% accurate and I have verified it. I am clear that the owner is fully aware and in agreement with all information on this sheet. I also understand that this sheet will not be submitted to the leasing department for marketing (running ads, etc.) until all information on this sheet is thorough and complete. If any information on this sheet is incorrect or inaccurate, I accept responsibility.

Owner Signature

Agent Signature

Date