



Prop # _____

8 Federal Street * Nantucket, MA 02554 * Sales / Rentals 508-228-4449 * FAX 508-228-7788 * www.jordanre.com

Below and on the following pages is a summary of the information we currently have about your house. We would appreciate it if you would take the time to fill in or change any incorrect or changed information including weekly, monthly and seasonal rental amounts. Please also indicate any time periods the house will not be available for rent.

Owner Information

Owner Name _____ SS/Tax Name _____
 Company _____ SS/Tax ID # _____
 Care Of _____ EMail _____
 Address _____
 City, ST, ZIP _____

Type	Phone	Ext	Note
Home			
Work			
Cell			
FAX			
Other			
Page			

Property Information

Pets Smoking LD Phone Block Alarm / Code _____

To ascertain availability if unable to contact you.

Other Rental Agents _____

Would you consider a seasonal rental? _____

Area _____ Address _____ City Nantucket	House Phone _____ Quarter Board _____ Year Built _____
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Sleeps _____ # Bedrooms _____ Bedroom Description <i>Please list quantity and type of beds in each bedroom, i.e. single, 3 twins, double (full), king.</i> 1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____ 6th _____ 7th _____	# Baths _____ Half Baths _____ Baths w/ Shower only _____ Baths w/ Shower & Tub _____ Baths w/ Tub only _____ Outside Shower <input type="checkbox"/>
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Off Street Parking - # Cars _____ Dock Jacuzzi
 Mooring Pool

If time is specified please indicate walk, drive

Dist to Beach Dist _____ Waterfront Desc _____
 Dist to Town Dist _____ Water Views Desc _____

The following inventory will be provided to the tenant in order to assist them in deciding on any special items they may wish to bring with them.

Please indicate quantities of items marked with an asterisk (*).

Wash/Dryer <input type="checkbox"/> Dishwasher <input type="checkbox"/> Disposal <input type="checkbox"/> Microwave <input type="checkbox"/> Antenna <input type="checkbox"/> Cable <input type="checkbox"/> Satellite <input type="checkbox"/> TVs * _____ VCRs * _____ DVDs <input type="checkbox"/> * _____ Stereo <input type="checkbox"/> CD Player <input type="checkbox"/> Ipod Dock <input type="checkbox"/> Radio <input type="checkbox"/> Ans Machine <input type="checkbox"/> FAX Machine <input type="checkbox"/> _____ Computer <input type="checkbox"/> High Speed Internet <input type="checkbox"/> Wireless Internet <input type="checkbox"/>	Heat <input type="checkbox"/> Type _____ (OFHA, electric, etc.) Central A/C <input type="checkbox"/> Window A/C Units * _____ Fireplace (Usable) <input type="checkbox"/> Wood Stove (Usable) <input type="checkbox"/> Barbecue _____ (Gas, Charcoal, Both.) Bed/Bath Linens <input type="checkbox"/> Cribs * _____ PackNPlays * _____ Sofa Beds/Futons * _____ Alarm Clocks * _____ Ceiling Fans <input type="checkbox"/> * _____ Portable Fans <input type="checkbox"/> * _____ Bch Chairs * _____ Bch Umbrella <input type="checkbox"/> Bch Towels * _____ Cooler <input type="checkbox"/>	Toaster <input type="checkbox"/> Toaster Oven <input type="checkbox"/> Lobster Pot <input type="checkbox"/> Coffee Mkr <input type="checkbox"/> Food Processor <input type="checkbox"/> Blender <input type="checkbox"/> Iron <input type="checkbox"/> Iron Board <input type="checkbox"/> Deck <input type="checkbox"/> Patio <input type="checkbox"/> Deck/Patio Furn <input type="checkbox"/>
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Services

Name	Phone	Email
Caretaker _____	_____	_____
Cleaning _____	_____	_____
Appliance Repair _____	Phone _____	
Electrician _____	Phone _____	
Plumber _____	Phone _____	
Landscaper _____	Phone _____	
Trash Service - Days, Notes _____		

Directions

Assume you are giving directions to someone unfamiliar with the island and it is helpful to begin your directions at The Steamship Authority. Draw a map if necessary. These will serve as directions for your tenants. Remember it helps to have a number or a name on your house.

Listing Sheet Description

1) List any Special Information that may be of interest to tenants.

2) In addition to special information, vacationers often ask for extremely detailed descriptions of the homes which we present to them over the phone or by a listing sheet. Although our agents are familiar with your property, it would be helpful to give tenants a written description of the "layout" of your home. Please include all levels as well as any cottage, garage apartment, etc. that is part of your rental property. The following examples may help you write your layout description:

1st Floor Example: Gracious entry. Dining room. To the right of entry: large family room with fireplace. Kitchen, sunroom / breakfast room off the kitchen. To the left of the entry: half bath, great room with cathedral ceiling, stone fireplace, dramatic views of harbor and town. Library with observatory room above. Guest/master suite with bath and jacuzzi.

2nd Floor Example: Master/guest suite, bath with jacuzzi. Large bedroom with private bath. Two bedrooms with shared bath. Easy access to widows walk.

Tenant Information

This is what we have for Tenant Information: