



**PROPERTY PROFILE**  
PLEASE EMAIL TO [rburkhalter@salesinc.net](mailto:rburkhalter@salesinc.net)  
or FAX TO 770-623-4445

Property \_\_\_\_\_ Website (URL) \_\_\_\_\_  
Property Manager \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ - \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Mobile (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Current Staffing (# of each) \_\_\_\_\_ Prop. Mgrs \_\_\_\_\_ Asst. Mgrs \_\_\_\_\_ Leasing Agents \_\_\_\_\_

Company \_\_\_\_\_  Owner  Managing Agent Website (URL) \_\_\_\_\_  
Contact Name \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ - \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Mobile (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Type:  A  B  C Year Built \_\_\_\_\_  New Construction  Conventional  Tax Credit  Rehab (date of rehab \_\_\_\_/\_\_\_\_/\_\_\_\_)  
 Student  Senior  
Total Units \_\_\_\_\_ Unit breakdown: 1BR\_\_\_\_, 2BR\_\_\_\_, 3BR\_\_\_\_, Other (\_\_\_\_) \_\_\_\_\_  
Total Vacants \_\_\_\_\_ Unit breakdown: 1BR\_\_\_\_, 2BR\_\_\_\_, 3BR\_\_\_\_, Other (\_\_\_\_) \_\_\_\_\_  
How many on Notice \_\_\_\_\_  
Current Market Readies \_\_\_\_\_  
Rental Rates 1 BR \$ \_\_\_\_\_ 2 BR \$ \_\_\_\_\_ 3 BR \$ \_\_\_\_\_ Other (\_\_\_\_) \$ \_\_\_\_\_

LEASES Last 3 Months Month \_\_\_\_\_ Apps Taken \_\_\_\_\_ Approved Apps \_\_\_\_\_ Move-ins \_\_\_\_\_  
Month \_\_\_\_\_ Apps Taken \_\_\_\_\_ Approved Apps \_\_\_\_\_ Move-ins \_\_\_\_\_  
Month \_\_\_\_\_ Apps Taken \_\_\_\_\_ Approved Apps \_\_\_\_\_ Move-ins \_\_\_\_\_  
How much time does it normally take to process an application? \_\_\_\_\_

WEEKLY WALK-IN TRAFFIC :Total \_\_\_\_\_ (Qualified \_\_\_\_\_ Unqualified \_\_\_\_\_ ) / WEEKLY PHONE TRAFFIC: \_\_\_\_\_

Current Specials \_\_\_\_\_  
Current Advertising \_\_\_\_\_  
Current Qualifications \_\_\_\_\_  
Is there anything else you'd like us to know? \_\_\_\_\_  
How did you hear about SALES Inc.? \_\_\_\_\_

COMPETITION 1- \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
2- \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
3- \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Signature \_\_\_\_\_ Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_