

NLC RESIDENTIAL

OWNER · FORM

Property intake

EDITION 2026 · NLC RESIDENTIAL GROUP LLC

Property management for owners who want the door run properly: one point of contact, statutory deadlines met, and a written record of everything done to the property.

Cumberland

HOKE & ROBESON

Full service

IN EN AND ES



NLC Residential Group LLC

Real People. Real Service. Real Results.



The physical asset, recorded once. Ages and dates matter more than they look — a water heater's age is the difference between a planned replacement and a 2 a.m. flood.

THE PROPERTY

STREET ADDRESS		UNIT		
CITY		COUNTY	ZIP	
TAX PARCEL / PIN		YEAR BUILT	HEATED SQUARE FEET	
BEDROOMS	FULL BATHS	HALF BATHS	GARAGE / CARPORT	LOT SIZE

☐ Built **before 1978** → lead-based paint disclosure and the EPA pamphlet are required before any lease is signed.

☐ In a FEMA flood zone. Zone: _____

☐ Subject to an HOA or POA with leasing restrictions or a rental cap.

SYSTEMS — AGE IS THE FIELD THAT MATTERS

SYSTEM	TYPE / FUEL	AGE OR YEAR	LAST SERVICED	UNDER WARRANTY
Heating				
Cooling				
Water heater				
Roof				
Electrical panel				
Plumbing supply				
Water	☐ Municipal ☐ Well			
Sewer	☐ Municipal ☐ Septic			

☐ Septic → pump-out date and tank location recorded. A septic system on a rental needs a pumping schedule in the file, not in memory.

☐ Well → most recent potability test on file.



APPLIANCES CONVEYING WITH THE TENANCY

APPLIANCE	INCLUDED	AGE / YEAR	NOTES
Range / oven	☐		
Refrigerator	☐		
Dishwasher	☐		
Microwave	☐		
Washer	☐		
Dryer	☐		
Garage door opener	☐		
Other	☐		



LIFE SAFETY — CHECKED AT EVERY TENANCY

DEVICE	LOCATION	TYPE	INSTALLED	TESTED
Smoke alarm		☐ 10-yr lithium ☐ Hard-wired		
Smoke alarm		☐ 10-yr lithium ☐ Hard-wired		
CO alarm		☐ Combination		
Fire extinguisher				

The alarm rules are statutory, not best practice.

New batteries at the beginning of each tenancy. Repair or replace within

15 days

of written notice from the tenant. On replacement, a tamper-resistant ten-year lithium alarm unless the unit is hard-wired with battery backup. CO alarms wherever there is a fossil-fuel appliance, a fireplace or an attached garage. A tenant's battery going flat is not tenant negligence. *G.S. §42-42(a) (5), (5a), (7).*

KEYS AND ACCESS

DOOR KEYS RECEIVED	MAILBOX KEYS	REMOTES	COMMUNITY FOBS
WHERE THE SPARE SET IS KEPT	RE-KEY AT EACH TURNOVER?		

No codes on this form.

Lockbox, gate, garage keypad and alarm codes are never written onto an intake form, into a CRM note, or into any file that gets shared or exported. They are held in the platform's credential store and rotated at every turnover.



UTILITIES

SERVICE	PROVIDER	ACCOUNT HOLDER WHILE VACANT	TRANSFERS TO TENANT
Electric			
Gas / propane			
Water / sewer			
Trash			
Internet			
Lawn / landscaping			

CONDITION, DISCLOSURES AND HISTORY

KNOWN DEFECTS THE OWNER IS AWARE OF

REPAIRS COMPLETED IN THE LAST 24 MONTHS

OPEN WARRANTIES, SERVICE CONTRACTS OR HOME WARRANTY

PREVIOUSLY RENTED? MOST RECENT RENT AND LEASE END DATE

CURRENTLY
OCCUPIED?

☐ Owner confirms there is no known condition affecting habitability that has not been disclosed above.

☐ Owner has delivered every existing lease, addendum and deposit record for a sitting tenant.

☐ Photographs taken at intake, dated, and filed.

HOUSE RULES TO BE WRITTEN INTO THE LEASE

PETS — PERMITTED, RESTRICTIONS, PET FEE OR PET RENT

SMOKING

PARKING YARD CARE MAXIMUM
BY OCCUPANTS
PER LEASE

Assistance animals are not pets.

No pet fee, no pet rent, no breed or weight limit, and a no-pets rule is not enforced against one. We may ask for documentation of the disability-related need only when the disability is not obvious — never the diagnosis. The handler remains liable for any damage the animal does.

OWNER SIGNATURE

DATE

NLC Residential Group LLC · NC Firm Licence C42957

Equal Housing Opportunity. All activity is conducted without regard to race, colour, religion, sex, national origin, handicap or familial status, and without regard to sexual orientation or gender identity.