

NEW PROPERTY SETUP FORM

PROPERTY INFORMATION

Property Name: _____

Management Company: _____

Property Manager: _____ Cell Phone: _____

Service Manager: _____ Cell Phone: _____

PROPERTY PRODUCT INFORMATION

OPS Rebate %: Yes No If Yes What %: _____

Carpet Name: _____ Color Name: _____

Carpet SKU: _____ Carpet Price: _____

Pad Style: _____ Pad Price: _____

Vinyl Style: _____ Vinyl Price: _____

Vinyl Plank SKU: _____ Vinyl Plank Price: _____

ADDITIONAL ITEMS TO INCLUDE

Trim: 1/4 Round Shoe Molding None Snap Track Color: Brown Beige Grey Black None

Moves Appliances?: Yes No Metal: Yes No ZBAR

IF YES Who Moves Appliances: HOF Property Cove Base Color: _____

Tub Strips: Yes No Caulk Color: _____

Customer Comments (To appear on Invoices)

SALES INFORMATION

Salesperson: _____ Link to Prospect: Yes No

Commission: CORP OPEN TERR Date Setup: _____

Floorplans: Yes No OT Property: Yes No

*** ALL INFORMATION MUST BE TURNED IN WITH FLOORPLANS AND CREDIT APPLICATION TO BE SETUP***

*** THIS FORM NEEDS TO BE FILLED OUT BY SLAES BEFORE THE CUSTOMER CAN BE SETUP***