



## OCCUPANCY INFORMATION SHEET

Please email or Fax this completed form, within 24 hours, to  
BMG at [info@benjamin-mg.com](mailto:info@benjamin-mg.com) or Fax it to (310) 640-7772.

Asset # \_\_\_\_\_

ASSET / INSPECTION INFORMATION			
Property Address:			Unit #
City:	County:	State:	Zip Code:
Inspection Date:	Inspection Type:	Occupancy Status:	

OCCUPANT INFORMATION (IF OCCUPIED)		
NAME	PHONE NUMBER	TENANT, MORTGAGOR, OTHER
Date of Cash for Keys Offer:		Amount:
Amount of Monthly Rent:		Is this a Rent Control Area?

PROPERTY INFORMATION	
Property Type:	Is Property Secured?
Re-Key Initiated:	Project Re-Key Date:
Lock Box Installed?	Lock Box Code:
Utilities Ordered:	Projected Turn-On Date:
If vacant, is there Personal Property remaining?	
What is the value of the personal property? (If over \$300, complete the Personal Property Inventory Log.)	
Estimate of Trash Out Cost:	Estimated Cost:

AGENT/INSPECTOR INFORMATION		
Name:	Signature:	Date:
Company:		