

*Everything about the unit in one place*

# Rental Unit Profile

One sheet per unit with every detail your leasing agent, manager, and maintenance team will ask for, plus a photo shot list.

## INSIDE

- 01 Unit basics
- 02 Rooms and sizes
- 03 Features and policies
- 04 Maintenance notes
- 05 Photo shot list

**Austin Coon**  
*Properties & People*

(463) 207-0234 · [austin@austincoon.com](mailto:austin@austincoon.com)  
[austincoon.com](http://austincoon.com) · [@iaustincoon](https://www.instagram.com/iaustincoon)



Unit profile

# The basics

Property \_\_\_\_\_

Unit \_\_\_\_\_

Owner \_\_\_\_\_

Ready to show \_\_\_\_\_

Floor level \_\_\_\_\_

Year built \_\_\_\_\_

Bedrooms \_\_\_\_\_

Bathrooms \_\_\_\_\_

Total rooms \_\_\_\_\_

Total square feet \_\_\_\_\_

## 01 Rooms and sizes

Bedroom 1 (sq ft) \_\_\_\_\_

Bedroom 2 (sq ft) \_\_\_\_\_

Bedroom 3 (sq ft) \_\_\_\_\_

Bedroom 4 (sq ft) \_\_\_\_\_

Living room (sq ft) \_\_\_\_\_

Kitchen (sq ft) \_\_\_\_\_

Bath 1 (sq ft) \_\_\_\_\_

Bath 1 layout (tub/shower, shower only) \_\_\_\_\_

Bath 2 (sq ft) \_\_\_\_\_

Bath 2 layout \_\_\_\_\_

Bath 3 (sq ft) \_\_\_\_\_

Bath 3 layout \_\_\_\_\_

## 02 Flooring

Living room \_\_\_\_\_

Bedrooms \_\_\_\_\_

Kitchen \_\_\_\_\_

Bathrooms \_\_\_\_\_

03 Features and policies

|                           |                                 |
|---------------------------|---------------------------------|
| Cats allowed?             | Dogs allowed?                   |
| Entry door locations      | Deadbolts on all entries?       |
| Mailbox key needed?       | Shared entry key?               |
| Storage unit?             | Parking                         |
| Garage available?         | Heat source                     |
| A/C source                | Sliding glass door?             |
| Patio, porch, or balcony? | Laundry (in unit, shared, none) |

04 Maintenance and updates

UNIT-SPECIFIC MAINTENANCE NOTES

REMODELS AND UPDATES (WITH DATES)

*Photo shot list*

# Shoot it once, use it everywhere

Take these at turnover with lights on, blinds open, and the space clean. The model label shots save hours when an appliance needs a part.

- ☐ Exterior of building
- ☐ Front entry
- ☐ Living room, angle 1
- ☐ Living room, angle 2
- ☐ Kitchen, full view
- ☐ Dining area (back to kitchen)
- ☐ Hallway to bedrooms
- ☐ Bedroom 1
- ☐ Bedroom 2
- ☐ Bedroom 3
- ☐ Bedroom 4
- ☐ Closets (each)
- ☐ Bathroom, full view
- ☐ Tub / shower
- ☐ Vanity
- ☐ Second bath vanity
- ☐ Second bath tub / shower
- ☐ Half bath
- ☐ Laundry area
- ☐ Bonus room
- ☐ Storage
- ☐ Patio or balcony
- ☐ Backyard
- ☐ Parking or driveway
- ☐ Sliding door view (shades open)
- ☐ Fridge + model label
- ☐ Range + model label
- ☐ Dishwasher + model label
- ☐ A/C unit + model label
- ☐ Furnace + model label
- ☐ Water heater + model label
- ☐ Electrical panel

Save photos to the unit's folder named by date, like 2026-10 Turnover.



*Let's talk about your next move*

## Thinking about your next rental?

I help investors across Indianapolis and Central Indiana find properties that are easy to lease and easy to own, and I am always happy to share the vendors and managers I trust.

*Austin Coon*

**Austin Coon**  
*Properties & People*

INDIANAPOLIS & CENTRAL INDIANA

TEXT / CALL (463) 207-0234

EMAIL [austin@austincoon.com](mailto:austin@austincoon.com)

WEB [austincoon.com](http://austincoon.com)

INSTAGRAM [@iaustincoon](https://www.instagram.com/iaustincoon)

OFFICE 31 E Main Street, Carmel, IN 46032

This guide is for general educational purposes and is not legal, tax, lending, or financial advice. Figures and examples are illustrative, based on assumptions stated in the text, and will differ for any specific property. Market conditions, rates, taxes, insurance costs, and regulations change; verify current numbers and consult your own attorney, CPA, and lender before making an investment decision. © 2026 Austin Coon Real Estate. All rights reserved.