



PROPERTY MANAGEMENT OWNER CHECKLIST

In order to assist you, RE/MAX Alliance has prepared the following checklist to help you organize all of the vital information that will be needed to manage your property. It also outlines some of the things that can be done to prepare the property for the rental market and for a smooth transition into management. Please review the tasks, and contact us if you have any questions.

MANAGEMENT DOCUMENTS:

Please make sure that all of the management documents are completely filled out. It's imperative that we have all of the documents completed.

INSURANCE:

The Owner shall maintain Landlord's Insurance (sometimes referenced as fire and extended coverage with liability) for the Premises so long as RE/MAX Alliance manages the Premises. **In addition, the Owner will include RE/MAX Alliance as an additional insured under the Liability portion of this policy with a minimum limit of liability of no less than \$500,000.** Policies shall be written to protect RE/MAX Alliance in the same manner and to the same extent as the Owner under the liability section. Owner shall provide RE/MAX Alliance evidence of Landlord Insurance naming RE/MAX Alliance as additional insured no later than the Start Date of the Lease and at the time of each Renewal. If the Premises is a condo/co-op with a master insurance policy, Owner must provide a supplemental Landlord Insurance policy. In the event Owner fails to obtain such insurance, RE/MAX Alliance may, but shall not be obligated to, obtain such a policy from the company of its choice and the cost there of shall be borne by the Owner. Owner agrees to notify the insurance company anytime the Premises is vacant more than 30 days.

CHANGE OF ADDRESS:

Please notify your change of address to:

- ◆ Post Office (www.usps.com)
- ◆ Mortgage Company
- ◆ Homeowner/Condominium Association
- ◆ Any additional services you think may need this information

Inform them of your new address and provide them with our address and phone number as necessary. Once you have left your residence, any mail sent to the subject property may be lost or forwarded to you at your expense. The post office sometimes needs several weeks advance notice!

Remember: you are responsible for your mortgage payment and you should pay them directly. RE/MAX Alliance does not pay these payments on your behalf nor can we pay them through your rental proceeds.

CONDOMINIUM/HOMEOWNER ASSOCIATION:

Owner must provide a copy of association documents within 15 days of signed Property Management Agreement or sooner if a Tenant is procured. Owner will contact association and provide Agent contact information. Owner will provide update for association rules & regulations and bylaws to the Agent.

ACH DIRECT DEPOSIT FORM:

Don't forget to provide the Property Manager with a copy of a voided check to set up the direct deposit.

UTILITIES:

DO NOT schedule the utilities to be turned off. Owner(s) must keep all utilities on until the Start Date of the Lease and for all vacancies between Tenants. If the Premises should go vacant after the Owner(s) move out, please ensure that the appropriate temperature is set according to the season. The Tenants will call to transfer the utilities into their name when a Lease is executed. Owner(s) are responsible for calling the utility companies to verify that all utilities have been transferred into the Tenant's name and provide the utility company with a forwarding address for the final bill.

GENERAL REPAIRS:

Please make sure that all of the appliances, plumbing and electrical fixtures are in working order. Any other minor miscellaneous repairs should also be attended to at this time (i.e. recaulk bathroom vanities, sinks, kitchen sinks etc.).

EXTERIOR MAINTAINENCE: Cut, edge and trim yard, weed flowerbeds, add mulch where needed, rake and bag leaves, pine straw and/or gumballs, clean gutters and roof; trim any dead and low lying tree branches, replace any rotted exterior wood, nail down or replace any deck boards that are warped or loose, remove any excess wood or construction material from the yard as it can attract termites. Rescreen any torn screens; make sure siding is free of mildew.

PREFERRED VENDORS:

You are not obligated to use contractors from RE/MAX Alliance. If you have contractors that you wish to enlist for your property they MUST be Licensed AND Insured (and must provide RE/MAX Alliance with a copy of their W-9 and certificate of insurance.) Please provide all of the vendors contact information on the Management Agreement.

SERVICE CONTRACTS:

If you are electing to include HVAC service contracts, termite/pest, pool, lawn care/ landscaping contracts, maid-service, etc. for your Tenant, then it is important that we are clear on what services are provided and included for the Tenants (for example: if yard care is included, does this mean just grass cutting or does it also include weeding, leaf removal and more). Any/All vendors must be licensed and insured (and must provide RE/MAX Alliance with a copy of their W-9 and certificate of insurance.

OWNER INVENTORY:

Complete the Owner's Inventory of all items that are left on the Premises. This is imperative because the Property Manager will include those items on the Lease.

PAINT CANS:

Please label all paint cans that are left on the Premises. This will make it easy for the Tenant or contractor to make touch ups without having to paint an entire wall.

APPLIANCES:

Make sure that you have included on the Management Agreement or Owner's Inventory the brand, model number and serial numbers for all of the appliances.

MANUALS/INSTRUCTIONS FOR TENANT:

We strongly encourage leaving any and all manuals/instructions for all appliances, gas logs, ceiling fans, pool equipment, garage door/key pad, etc. Put this in a large binder and keep in a kitchen drawer/closet.

TAGGING:

Please tag or mark the following to make it easy for the Tenant to access.

- ◆ Main Water Shut Off Valve
- ◆ Hose Bib Shut Off Valve
- ◆ Main Gas Shut Off Valve
- ◆ Fuse Boxes or Circuit Breakers

GENERAL HOUSE CLEANING:

A clean, well-maintained home will have the best chance of renting quickly on the rental market. It will also attract the type of Tenant that will keep it in the same condition.

AIR FILTERS:

Don't forget to change the air filters when vacating the Premises. It's a good idea to leave air filters for the tenant. Some tenants are unfamiliar with the type of heating/cooling system you have. If there are any special instructions for a specific air filter, please provide those to the Property Manager

CARPET CLEANING:

Carpet cleaning should be done when all of the furniture has been removed and you are ready to leave. The Lease will require the Tenants to professionally clean the carpets at the end of the Lease term, and it should be done prior to their occupancy as well. Please ask and we can coordinate handling this task for you. It will remove some of the stress of your move, and allows us to ensure it is done to specifications for a smooth tenant move-in.

FIREPLACE/CHIMNEY/GAS LOG SERVICE:

Contact the Property Manager if you need the contact information for a company to inspect/clean the fireplace/chimney/gas logs. The Lease will require the tenants to professionally inspect/clean it at the end of the Lease term, and it should be done prior to their occupancy as well.

DRYER VENT CLEANING:

If the dryer vents directly outside, we suggest that the Owner check to make sure that the dryer hose is free and clear of lint. Contact the Property Manager for the contact information to have the dryer vent professionally cleaned. The Property Manager may require the Tenants professionally clean it at the end of the Lease term, and it should be done prior to their occupancy as well.

SMOKE DETECTORS:

All Smoke detectors must be up to date and in good condition and working order. There must be a certification left on the Premises for the tenants. Contact the Property Manager and they can provide you with vendors who provide this service.

