

***Keys to a Smooth Transition for Homeowner and Tenant***

1. Create a list of all utility companies so tenant can transfer payment records
2. Homeowner need not turn off any utilities as tenant can then just transfer
3. Have home thoroughly cleaned including (baseboards, appliances, bathrooms etc.)
4. Have all appliances, ceiling fans, showers, sinks etc. in good working order.
5. Make sure the yard is in the condition you want it maintained.
6. Make a note of any deficiencies in floors, walls etc. (tenant will do same and initial list should match)
7. Fill out W9 and returned to Property Manager. Rents are taxable
8. If any specific rules concerning the community or home, please make a list for the tenant.
9. Homeowner is not required to leave blinds or curtains, however if this is the intent, disclose it upfront so it can be addressed in the beginning.
10. Provide address where rent income will be mailed or provide a deposit slip for where the income will be deposited (local banks only). Wire transfer is available for an additional $12 charge.
11. Make sure HVAC and Heat source has been recently serviced!!! (this is the source of most problems)
12. Provide garage door openers, keys to pools and amenities, extra keys to house.



***Utility Companies and contact numbers:***

Internet Provider:

Phone Service:

Lawn Service:

Water:

Trash Pickup:

Cable Provider:

Gas:

Electric: