

Owner Vacating Recommendations

We have created this checklist to assist you in identifying everything necessary to get your property management underway. Not all items will apply to your specific circumstance but please review the entire list and do not hesitate to contact us for clarification. We understand it is a busy time so we hope you will find this list quite useful.

- ___ 1. Make sure you provide Greenleaf with the following information:
 - The date the home will be vacant and ready for occupancy
 - Your new address
 - Your work telephone number
 - Your new home telephone number
 - Your fax number
 - Your primary E-mail address
 - Contact person to act on your behalf if we are unable to reach you
 - Interim telephone numbers - contact information if you are traveling

- ___ 2. Complete and return the following along with a check for \$300 to open your account:
 - Residential Property Management and Rental Agreement
 - Property Management Information Form
 - IRS form W-9
 - Authorization for Automatic Deposits to Bank Account

- ___ 3. All utilities – electric, water and gas – should be kept on until the day the lease begins. Once tenants takes occupancy they will have the utilities transferred.

- ___ 4. Notify all newspapers, magazines, catalogs, etc. of your new address as well as the post office.

- ___ 5. Terminate these services (remember to call for a final trash collection):
 - Cable/satellite television
 - Telephone
 - Trash collection (if applicable)

- ___ 6. Arrange for your insurance agent to change your homeowner’s policy to include “fire and liability” policy and have a copy of the binder faxed or mailed to Greenleaf. Include Greenleaf Realty as an additional insured party, there is usually no charge for this. If the house will be vacant more than thirty days a vandalism rider is probably required. Please consult your agent for details.

- ___ 7. If applicable, notify the following to change your mailing address to Greenleaf Realty:
 - Homeowner’s association
 - Condominium association
 - Termite warranty contractor
 - Pest control contractor
 - Furnace/AC contractor if you have a service agreement
 - Chimney inspection contractor
 - Lawn care company
 - Security service
 - Real estate tax billing office

Many of our clients rely on a portion of their rental income to make their mortgage payments; if this applies to you we recommend that you pay your mortgage(s) ahead by one month as a buffer in the event there is a delay in the collection of rent in a given month. Nearly all HOA and condominium association management companies have the ability to debit your monthly payments from the account of your choice. If you have not already subscribed to this service we highly encourage you to do so.

___ 8. Put tags on or clearly mark the location of:

- Main water shut-off valve
- All outside faucet (hose bib) shut-off valves
- Main gas shut-off valve
- Fuse boxes or circuit breakers

___ 9. Clearly mark the airflow direction on the furnace and the location of the filter. Write “change furnace filters monthly” on the furnace and leave a supply of filters to encourage tenants to do this. If changing the filter involves removing the front furnace panels you may want to consider having a filter slot installed. We have found that the more difficult it is for tenants to access furnace filters the less likely they are to change them regularly.

___ 10. Take care of minor maintenance items:

- Replace burned out light bulbs both inside and outside of the home
- Caulk/grout tubs where necessary
- Check all plumbing, especially commodes
- Make sure there is a working smoke detector on every level of the home
- Homes with gas furnace - must have a carbon monoxide detector installed
- Change the furnace filter
- Clean the windows, drapes and blinds
- Leave the garbage disposal tool under the sink
- Weed shrub beds and mulch where appropriate
- Cut the grass and prune shrubs
- Apply driveway sealer if needed
- Leave a dehumidifier if the basement tends to become damp

___ 11. Coordinate these items with our company:

- Final house cleaning
- Carpet cleaned - deflea/deticking or general fumigation
- Painting and repairs

___ 12. Provide Greenleaf with two sets of entrance door keys and at least two sets of all other keys including window locks. We also need all garage door openers, pool passes, security cards, alarm codes, parking passes, condo or HOA rules, etc.

___ 13. If your property is subject to the rules and regulations of a homeowner’s or condominium association it is imperative that we have all relevant information regarding parking, trash disposal, pet restrictions, recreation facility usage and the like so that we may provide it to the tenants.

___ 14. Prepare your “house binder” with copies of all the applicable appliance manuals and instructions regarding any peculiarities with the home and leave it in a kitchen drawer. Do not leave the original manuals unless you no longer need them.

___ 15. Give Greenleaf Realty business cards and/or refrigerator magnets to your neighbors so they know who to contact if there is a problem or an emergency.

We hope this helps you prepare for your transition. Do not hesitate to call us if you have any questions or if we can provide you with the names of any contractors. We look forward to working with you.

The Greenleaf Realty Staff