



PROPERTY CHECKLIST

Please provide us with detailed information about the following items on your property:

1) KEYS & GARAGE DOOR OPENER:

We will need 2 sets of keys, one for the tenant and one for us. If you do not provide the extra keys, a \$25 key charge will be assessed. Is there a garage door opener we should have?

2) HOME OWNER'S ASSOCIATION:

We require a copy of the HOA laws/bylaws at the time of the contract signing.

Home Owner's Association Name:

Contact Name & Phone Number:

3) ITEMS AT THE PROPERTY:

Are there any personal items that you have left in or outside of the property that we should know about?

4) STORAGE:

Do you have a storage unit that your tenant will have access to?

5) REALTOR INFORMATION:

Please provide us with your realtor's name & phone number

6) NOTES:

Are there any additional/special information that we need to know about your property?

7) PROPERTY INFORMATION FORM:

Please make sure that you fill out **ALL** fields on the Property Information form