



## LANDLORD'S CHECKLIST

- Collect All Keys and Remotes
  - Note mailbox number
  - Parking Space Number (if applicable)
- Ensure Systems Function
  - Replace Burned out Bulbs
  - Replace A/C Filters
  - Remove all personal belongings
  - Ensure Smoke Detectors are less than 10 years old
- Notify HOA of New Management
- Forward Your Mail and Provide Forwarding Address
- Establish a PO Box with Forwarding Service (if applicable)
- Provide Home Warranty Information (if applicable)
- Signed W-9 for Annual 1099
- Bank Account Information for E-Check System
- Homeowners Insurance Info (Add our firm as Authorized 3rd Party)