



PROPERTY MANAGEMENT

Preparing for property management, here are some of the things we would need from you:

- A copy of the CC&Rs Rules and Regulations for your HOA
- 3 keys, garage and gate clicker(s), mailbox key(s) and location of the mailbox
- Location of any assigned or guest parking, if applicable
- Key fobs, gate code, garage and/or door codes
- All carpets must be shampooed
- Walls need to be clean, and touch-up paint or painting may be necessary.
- Do you have a home warranty? if so, we will need the contact info (please keep in mind that they may not be able to do all maintenance necessary) and we would need to be added as a contact
- Have you serviced the HVAC this year? or ever? How old is it?
- Have you drained the hot water heater? How old is it?
- Do you have a water softener?
- Do you have any faucets that drip?
- Is there anything else we should be aware of?
- Do you use landscaping services? The best options: Charge the tenant for the service you provide OR have the tenant be responsible for this after moving in. If you do use a professional service, you will need to do a one-time service prior to the tenant moving in. Please provide who you currently use so we can give the contact info to the tenant if they choose to keep that service.
- Do you use pest control service? If not, have a one-time pest service done prior to the tenant moving in. Please provide an invoice. Please



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- Do you have smoke detectors? In the bedrooms and common areas?
- What is the size of the air filters? How many are needed? Do you have some at the property?
- We will do a walk-through when picking up the keys. At this time, if we see anything that will need to be addressed, we will discuss that with you. We will also document the property with time stamped photos.
- You will need to send us a copy of your homeowner's insurance, which will need to be noted as tenant occupied, with Signature Real Estate added as additional insured.

