

PROPERTY MANAGEMENT TAKE OVER LIST

Property Address: _____

Homeowner Information

1. _____ Homeowner files including contact information
2. _____ Homeowner ID copy (for tax reporting and ownership verification purposes)
3. _____ Pending correspondences including letters and email

Property Information

1. _____ License for Renting Business
2. _____ Property is Single Family Residence or Townhouse or Condo or Apartment
3. _____ Property Supplies: Laundry Washer/Dryer () Dishwasher () Stove () Other _____
4. _____ Home Warranty Information _____
5. _____ All Contracts with vendors to include their contact information.
6. _____ Tenant Rules and Regulations * **Accept Pet or No Pet**
7. _____ Current Insurance State Farm
8. _____ Property Tax Information
9. _____ Property Gardener's Information:
10. _____ Keys (), remotes (), Keys/remotes deposit required \$ _____
11. _____ All utilities information:
Owner will pay water () gas () electricity () trash () Other _____
Tenant will pay water () gas () electricity () trash () Other _____

Financial Information

1. _____ **Bank Information for Rent Deposit**
2. _____
3. _____ Pending bills
4. _____ CPA information
5. _____ Other notes from property owner _____