



VACATING OWNER CHECKLIST

We have created this checklist to help you identify everything you need to do to get property management underway. Not all items will apply to your specific circumstance, but please review the entire list and don't hesitate to ask us for clarification. We understand it is a busy time as you get ready to leave, so we think you'll find this list quite useful.

Please refer to the **LANDLORD HANDBOOK** for more specific details about the items mentioned below, company procedures, and our requirements of tenants. The Handbook will be a useful reference guide as we go forward.

___ Make sure we have the following information:

- The date the home will be vacant and ready for occupancy
- Your new address
- Your new work telephone number
- Your new home telephone number
- Your fax number
- Your Internet address
- The name of anyone who has the power to act on your behalf if we are unable to reach you
- Interim telephone numbers where we can contact you if you are traveling

___ Complete and return the following along with a check for \$300 to open your account:

- Management Agreement
- Property Management Information Form
- W-9 Tax ID form
- R-5 or R-5E Virginia Department of Taxation form (if applicable)

___ Change the billing address for all utilities (gas, electricity, and water) to our office address, but **keep the account in your name**, i.e., "John Doe c/o Professional Property Management" to avoid an unnecessary connection charge. Once a tenant takes occupancy, they will have the utilities transferred to their name. Utilities should be kept on until the day the lease begins.

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

___ Terminate these services (remember to allow for a final trash collection after your move date):

- Cable television
- Trash collection
- Telephone

___ Arrange for your insurance agent to change your homeowner policy to a “fire and liability” policy, and have a copy of the binder faxed or mailed to us. **Include Professional Property Management as an additional insured party.** There is usually no charge for this and it allows us to file claims on your behalf. If the house will be vacant more than thirty days, a vandalism rider is probably required. Please consult your agent for details.

___ If applicable, notify the following to change your mailing address to Professional Property Management:

- Mortgage company
- Second mortgage
- Homeowner’s Association
- Condominium Association
- Cluster (Reston only)
- Termite contractor
- Pest contractor
- Furnace/AC contractor if you have a service agreement
- Lawn care company
- Other

___ 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

___ 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.

___ Take care of minor maintenance items, such as:

- Replace burned out light bulbs inside and out
- Caulk/grout tubs where necessary
- Check all plumbing, especially commodes
- Make sure there is a working smoke detector on every level of the home and in the furnace room
- 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
- Other as necessary

___ Coordinate these items with us:

- Final house cleaning
- Carpet cleaning including deflea/deticking or general fumigation
- Painting
- Other

___ Provide us with 5 sets of entrance door keys and at least 2 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.

___ 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.

___ Give 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. Don't hesitate to call us if you have any questions or if we can provide you with names of any contractors. Our entire team is looking forward to working with you and we will be happy to do anything that will make your move easier.