



RE/MAX[®] EXPERTS

PROPERTY MANAGEMENT

Vacating Owners Checklist

RE/MAX Experts Property Management has 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 of information quite useful.

Make sure we have the following:

- The date the home will be vacant and ready for occupancy
- Your new address
- Your cell phone, home, and work numbers
- Your email address
- Name of person who has the authority to act on your behalf if we are unable to reach you
- Provide us with 2 sets of property keys, please check to ensure they all work properly
- Home alarm codes, gate codes and garage key pad codes.
- Provide us with all garage door openers, parking passes, HOA rules, etc...
- Home Warranty Information (including plan number & expiration date)

Make sure you have the following completed:

- Have carpets professionally cleaned and provide a copy of the receipt to RE/MAX EXPERTS
- Terminate services that are not included with rental: Cable, Telephone etc...
- Submit a change of address with the Postal Service.
- Leave utilities on until the date the lease actually begins (you will be notified of lease date).
- Leave home in a clean and well repaired state

If applicable, notify the following vendors of our management of your property and provide them with our contact information.

- Homeowner's/Condominium Association
- Pool Service
- Termite/Pest Control Service
- AC contractor (if you have a service agreement or warranty)
- Lawn Care Company

Take care of minor maintenance items, such as:

- Replace burnt out light bulbs inside and out
- Caulk/grout tubs where necessary
- Check all plumbing, especially toilets (Replace leaking flappers)
- Wood burning fireplaces must be cleaned of all debris and be free flowing
- Exhaust fans/vent covers should be in working order and free of dust and grease
- Kitchen cabinets, shelves, drawers and counter tops must be cleaned inside and out
- All appliances must be cleaned inside and out and operational
- Make sure there is a working smoke detector on every level of the home (insert new batteries)
- Change the A/C air filter (we recommend leaving extra filters for tenants)
- Clean the windows, drapes and blinds and if appropriate any interior glass doors/windows
- Leave the garbage disposal tool under the sink
- Weed shrub beds and mulch where appropriate
- Cut the grass and prune shrubs the week of departure
- If you have a propane tank, fill it upon departure (Tenant will be responsible for refill)
- Remove ALL personal property (RE/MAX EXPERTS or Tenants are not responsible for any personal property left)
- Ensure your pool/Hot Tub is cleaned and provide the pool service company information

RE/MAX EXPERTS can offer carpet cleaning, minor repair and cleaning services through one of our preferred vendors.

Coordinate these items with us:

- Final house cleaning
- Carpet cleaning
- Pest Control
- Full Home/Room Painting
- Minor Repairs/Other
- Power Washing
- Lawn Care/ Landscaping

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.

The better you leave the house to the tenant, better we can ask for it back!

EXPERT PROPERTY MANAGEMENT - RE/MAX EXPERTS

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