



# OWNER PREPARATION CHECKLIST

## LEGACY PROPERTY MANAGEMENT

Welcome to Legacy Property Management! Here is the Owner Preparation Checklist to ensure your home is ready to market and prepared for the Tenant.

1. All windows and doors must be operating properly.
2. The carpets and the home must be professionally cleaned.
3. The walls must be free from scuffs and any holes must be filled and painted.
4. Smoke detectors are required to be in every bedroom and hallway and a smoke/carbon monoxide detector must be placed in the common area of each floor. If the smoke detectors are 10 years old or older, they must be replaced.
5. If the property is in an HOA community, Management required written confirmation from the HOA that states renting the property is permitted. If permitted, Management needs to be informed of any restrictions prior to listing the property.
6. Access fob/keys to community clubhouse/pool, where applicable, would be collected by Management.
7. Three (3) sets of keys will be collected by Management. One set will stay with Management for maintenance and emergency purposes and the other two will be given to Tenants.
8. Garage door openers will be collected by Management and given to Tenants at move in.
9. Management requires that locks are changed between Tenants. Owner can coordinate this process or Management can at Owner request. If Owner opts for Management to change the locks, there will be a \$75.00 charge per door.
10. Be sure the property is free of trip hazards, inside and outside.
11. It is recommended HVAC systems should have preventative maintenance performed every 2-3 years. This saves a lot of HVAC expense for major repairs long term.
12. Fireplaces that are open to the environment need to be inspected by a professional for functionality and safety purposes.
13. All appliances must be in working order.
14. Trash receptacles must be empty.
15. Any maintenance contracts or home warranty information must be submitted to Management. A home warranty is not recommended due to the lack of response time to Tenants.
16. Utilities must be left on at the premises. Management requires documentation of the transfer into Tenant's names prior to issuing keys.
17. Remove ALL personal property including grills, lawn mowers, cleaning supplies, yard art, birdhouses, etc...
18. Be sure to contact your insurance agent to get a landlord policy in place and submit to Management for our records.