

## OWNER POINTS TO NOTE

As you prepare your home to Lease, we want to provide you with some tips and information to help with the process. We are here to help – just let us know what your needs are.

- **Preparing to be a Landlord:**
  - Call your insurance agent and change your Home Owner’s Policy to a Landlord’s Policy.
  - Additional Umbrella Insurance is recommended.
  - A preventive maintenance plan for your HVAC systems is recommended.
  - Have chimney(s) inspected every 12 to 24 months.
  - HOA:
    - Make sure your HOA has no rental restrictions.
    - Send us a copy of the HOA Covenants.
    - Make sure all Amenity Access is provided for your new Tenants.
  
- **Preparing the home to be “Rent Ready” includes:**
  - Remove all personal items
  - Complete all repairs and decorating/painting. Walls with scuffs/marks/nail holes need fresh paint.
    - All appliances must be in working order. Example: Water and Ice Dispenser or Ice Makers must be in working order.
  - Perform or have performed the “Rent Ready” cleaning.
    - Bathrooms cleaned (vanities inside & out, sinks, mirrors, toilets, tub, showers, grout, caulk, floors)
    - Kitchen cleaned (cabinets inside and out, appliances inside and out, vent hood & filter, countertops, backsplashes, sinks, floors, new water filters if refrigerator uses filters)
    - Floors swept & mopped
    - Carpets vacuumed and cleaned
    - Light bulbs replaced as needed and fixtures cleaned (especially ceiling fans)
    - Blinds cleaned
    - Closets and shelves (painted and/or cleaned)
    - Doors, door frames & door locksets cleaned of hand prints if not freshly painted
    - Switch plates cleaned
    - HVAC Return and supply registers cleaned
    - Windows cleaned as needed (not a part of a regular Tenant Ready Cleaning from professional maid service)
    - Garage/Basement/Storage areas to be broom cleaned and have all items removed including: all chemicals, paints, tools and any shelving, racks and such that is not anchored to the walls
    - Make sure that all trash is removed from the property entirely, not just set outside beside the house or at the curb.
  - Complete any necessary yard maintenance, to include:
    - Lawn freshly mowed
    - Lawn edged around all islands and pavement surfaces
    - Shrubs trimmed at proper heights and back away from the house
    - Islands and shrub beds weeded and mulched
    - All lawn debris removed from the property
    - Owners will be responsible for Weed Control if Property has a lawn.

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- **Utilities:**
  - Ask your utility providers if they offer “Landlord” accounts. This is to prevent the utilities from being turned off if there is a gap between tenants. When the power or gas is cut – it can cause damage to your appliances.
    - If there is a delay in the Tenant turning on the utilities in their name, please provide us with a copy of the bill and we will notify them of the amount they owe.
  - If your utility provider does not offer a Landlord type of service, please do not disconnect service. Please let us know and we will work with the tenant to remedy the situation immediately.
  - When a gap between tenants occurs, please remember to call to have the utilities turned back on in your name so that repairs or cleaning can be completed in time for your new tenant.
    - An administrative fee of \$100 will be charged to Owner if Spalding Brokers has to have the utilities turned on temporarily in our name to cover the gap between tenants. This is in addition to any set up fees and usage charges the utility will charge for.
- **When the tenant moves in:**
  - Expect that there will be minor repairs within the first 4 weeks the tenants move in. Even if you lived in the home for many years without problems, minor things often come up during this transition period.
- **When the tenant moves out:**
  - Expenses to prepare your home for the next tenant can include but are not limited to:
    - Professional Maid Service
    - Professional Carpet Cleaner
    - Touch up or Whole Room Painting
    - Locks to be changed
    - Gap Utilities between tenants. Many utilities offer Landlord Accounts which keep the utilities from being turned off during a gap.
- **Reports**
  - Monthly Reports, Invoices and Documents will be uploaded to your Owner Portal. Please be sure to review the reports each month and let us know if you have any questions or concerns.
- **Owner Responsibility General Summary**
  - Mortgage
  - Taxes
  - Insurance
  - HOA
    - HOA’s will not communicate with, send invoices to or send notices to Property Managers.
    - Make sure the HOA has your correct mailing address, email and phone number.

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Owner Signature

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