

ATTACHMENT A



PROPERTY MANAGEMENT CHECKLIST

Property Address: _____

1. _____ Provide the signed Property Management Agreement to Block & Associates Relocation.
2. _____ Provide either a \$300.00 (U.S.) or \$500.00 (Overseas) check to initiate your maintenance fund.
3. _____ Provide Block & Associates Relocation with three (3) sets of keys for your property. Two sets will be given to the tenants and the other set will be retained by Block & Associates in order to do inspections and in case of an emergency.
*Make sure you keep a set as well.
4. _____ Provide Block & Associates Relocation with a copy of your rules and regulations of your subdivision. Include the name and the telephone number of the Homeowners Association. If you do not have a set of rules and regulations, one can be obtained for you from your HOA, but there will be a minimum charge of \$25.00 (some HOAs may charge more) to pay for the rules and regulations.
5. _____ Provide Block & Associates Relocation information you may have pertaining to warranties on your home, i.e.: the appliances in your home or the HVAC system. Please include the name of the company, the telephone number and the contact person. If you have any preferred vendors, please include their names and telephone numbers.
6. _____ Make sure that all smoke detectors are in working order. By state law, there must be a functional smoke detector on each floor of the house and the batteries **MUST be replaced for each new tenancy**. Also, if you do not have a carbon monoxide detector you may want to consider purchasing one or contacting us to do that on your behalf.
7. _____ Replace filters and leave a few extra.
8. _____ Provide Block & Associates Relocation sufficient deposit slips, with your account number written on each slip, if the monthly rent is to be deposited on your behalf into your account.
9. _____ Provide Block & Associates Relocation all information on recurring bills to be paid on your behalf, i.e.: quarterly/monthly Homeowners dues.
10. _____ Provide Block & Associates Relocation with your address, all telephone numbers and e-mail address.
11. _____ On the Property Management Agreement, please provide the name of your insurance company, agent name and number, and policy number. **Change insurance to Landlord Policy.**
12. _____ Please advise if you have an irrigation system. If so, please provide us with the name and number of the contractor who will take care of removing the backflow preventor in the winter and replacing it in the spring. If you do not provide us with a preferred contractor, we will use one of our preference. **This is a LANDLORD EXPENSE. Block assumes no liability and/or responsibility for Landlord's failure to inform Block of an irrigation system.**

Our Property Manager **must** receive all necessary items listed above before management can begin. Thank you for choosing Block & Associates Relocation to manage your home and we look forward to working with you.

Landlord
11-07

_____ Date

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