



ATTACHMENT A

Property Management Checklist

Property Address: _____

1. _____ Provide the Property Management Agreement to Block & Associates Realty (hereinafter referred to as "Block").
2. _____ Provide either a \$300.00 (U.S.) or \$500.00 (Overseas) check to initiate your maintenance fund.
3. _____ Provide Block 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 in order to do inspections and in case of an emergency. *Make sure you keep a set as well.
4. _____ Provide Block with a copy of your rules and regulations of your subdivision. Include the name and the telephone number of the Homeowners Association. If the landlord does not have a set of rules and regulations, one can be obtained for you from your HOA, but there will be an approximate charge of \$25.00 (some HOAs may charge more) to pay for the rules and regulations. HOA Management Company: _____ Phone: _____
5. _____ Provide Block information you may have pertaining to warranties on your home, e.g., 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. In the absence of your warranty info and/or your preferred vendors, Block will use the appropriate ones from our vendor/contractor list.
6. _____ **Ensure that all smoke detectors and carbon monoxide detectors are operable. Per N C Real Estate Law, Landlords are required to provide and install an operable smoke detector and carbon monoxide detector on each level of the home and the batteries MUST be replaced for each new tenancy.**
7. _____ Replace filters and leave a few extra.
8. _____ Provide Block sufficient deposit slips if the monthly rent is to be deposited on your behalf into your account.
9. _____ Provide Block all information on recurring bills to be paid on your behalf, i.e.: quarterly/monthly Homeowners dues.
10. _____ Provide Block with your address, all telephone numbers and e-mail address.
11. _____ On the Property Management Agreement, please provide the name of your insurance company, the telephone number and the person to contact. **Change insurance to Landlord Policy naming Block as additional insured.** The legal name which must be listed is:
 Relocation Services SS, LLC dba
 Block & Associates Realty Relocation Services
 Please have insurance agent provide Block with a certificate of insurance no later than 30 business days after lease commencement.
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 Realty to manage your home and we look forward to working with you.

Landlord

Date

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