



# ATTACHMENT A Property Management Checklist

Property Address: \_\_\_\_\_  
Street

City \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

1. \_\_\_\_\_ Provide the Property Management Agreement to Block & Associates Realty (hereinafter referred to as "Block").
2. \_\_\_\_\_ Provide a \$500.00 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 to do inspections and in case of an emergency. \*Make sure you keep a set as well.  
Pool  Mailbox  Mailbox # \_\_\_\_\_ Mailbox Location \_\_\_\_\_ Other \_\_\_\_\_
4. \_\_\_\_\_ Provide Block with a copy of your subdivision's rules and regulations. If you do not have a set of rules and regulations, Block will obtain one for you from your HOA, but there will be a charge of approximately \$25.00 (some HOAs may charge more) to pay for the rules and regulations.
5. \_\_\_\_\_ Provide to Block contact information for the following:

Type:	Company	Phone Number	Contact Person	Policy Number
Homeowner's Association				
Home Warranty				
Pest Control				
HVAC				
Lawn Service				

In the absence of your warranty info, Block will use the appropriate tradesmen from our vendor/contractor list.  
If you have preferred vendors, please include their names, telephone numbers, and email address, and ask for our handout "Managing Your Expectations About Preferred Vendors."

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. \_\_\_\_\_ Complete and return the ACH form, along with voided check, authorizing direct deposit.
9. \_\_\_\_\_ Provide Block all information on recurring bills to be paid on your behalf, e.g., quarterly/monthly pest bills/lawn service.
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 RESIDENTIAL DWELLING POLICY (may also be referred to as 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.**
13. \_\_\_\_\_ Location of main water shut off \_\_\_\_\_ breaker box \_\_\_\_\_
14. \_\_\_\_\_ If your home is within the Town of Garner's jurisdiction, please make sure you register your home with the town. This is a Town of Garner requirement. For more information & the registration form:  
[www.garnernc.gov/home/showdocument?id=2628](http://www.garnernc.gov/home/showdocument?id=2628).

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 \_\_\_\_\_ Landlord \_\_\_\_\_ Date \_\_\_\_\_

ENTITY OWNER (Name of LLC/Corporation/Partnership/Trust/etc.) \_\_\_\_\_ Signature of Owner/Officer/Manager/Trustee \_\_\_\_\_ Date \_\_\_\_\_

Print Name of Owner/Officer/Manager/Trustee \_\_\_\_\_ Title \_\_\_\_\_

