



P.O. Box 2112
Leesburg, VA 20177

(O) 540.882.3000
(F) 540.882.4634
info@patriotrents.com

We Cure Property Management Headaches

OWNER CHECKLIST

The following is a quick checklist to help you prepare your property for lease with property management. There may be some items that don't apply to your specific circumstances, but please review the entire list and let us know if you have any questions.

_____ Complete and return the following along with a check for \$500, deposit slip and voided out check to open your account.

- *Management Agreement*
- *Information Form*
- *Signed HOA Change of Address Notification Form*
- *Signed Tax Change of Address Notification Form*
- *If available, copy of the Floor Plan of the home*

_____ Make sure we have the following information (most of which should be on the Info Form)

- *The date the home will be vacant and ready for occupancy (on page 1 of agreement)*
- *Your new address*
- *Your new phone numbers: (work, home, fax, cell)*
- *Your new eMail address, if applicable*

_____ Change the billing address for all utilities (electric, gas, and water) to PO Box 2112, Leesburg, Va. 20177, **but keep the account in your name**, (ie John Doe c/o Patriot Properties, Inc.) to avoid any unnecessary connection charges. Once the tenant takes occupancy, they will have the utilities transferred to their name. Utilities should be kept on until the day the lease begins.

_____ Notify all catalogues, newspapers, magazines, etc. of your new address and fill out the change of address form at the post office or online at usps.com.

_____ Terminate the following services and allow for a final trash collection after your move out date.

- *Cable Television*
- *FiOS*
- *Telephone*
- *Trash Collection*

_____ Arrange for your insurance agent to change your homeowner policy to a "fire and liability" policy and have a copy of the binder faxed or mailed to us. Include Patriot Properties, Inc. as an additional insured party. There is typically no charge for this and it allows us to file claims on your behalf.

_____ Prepare a binder, to be left in the drawer next to the kitchen sink, with copies of the appliance manuals, HOA Docs, list of room paint colors and instructions regarding any peculiarities with the home. Do not leave originals unless you no longer want them.

_____ Put tags on or clearly mark the location of:

- *Main water shut-off valve*
- *All outside faucet (hose-bibs) shut-off valves*
- *Main gas shut-off valve*
- *Fuse box or Circuit Breakers*

_____ Clearly mark the airflow direction on the furnace and the location of the filter. Write “change furnace filters monthly” on the furnace and leave a supply of filters to encourage tenants to do this.

_____ Take care of minor maintenance items, such as:

- *Replace burned out light bulbs inside and outside*
- *Caulk/grout tubs, showers and sinks where necessary*
- *Check all plumbing, especially commodes*
- *Make sure that all smoke detectors are working and have fresh batteries. You should have a smoke detector on every level and in the furnace room*
- *Change the furnace filter*
- *Clean the windows, drapes and blinds*
- *Leave the garbage disposal tool (alan wrench) under the sink*
- *Weed shrub beds and mulch where appropriate*
- *Cut the grass and prune shrubs*
- *Apply driveway sealer if needed*

_____ Coordinate these items with us:

- *Final house cleaning/maid service*
- *Carpet cleaning including deflea/deticking*
- *Painting*
- *Other repairs*
- *Final marketing photos of the property*

_____ Provide us with 4 sets of keys to the house and doors, 3 sets of mailbox keys, 3 sets of FOBs, and 3 sets of all shed keys. Leave the garage door openers in the drawer next to the sink. We also need pool passes, security cards, alarm codes, parking passes, condo or HOA rules, etc.

_____ Give Patriot Properties, Inc. business cards to your trusted neighbors and local family members so they know who to contact if there is a problem or an emergency.

We hope this helps you prepare for your transition. Don't hesitate to call us if you have any questions or if we can provide you with names of any contractors. Our entire team is looking forward to working with you and we will be happy to help make your move easier.