

## 1. Vacating Owners Checklist

### 1.1 VACATING OWNERS CHECKLIST

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TopFlight PM has created this checklist to help you identify everything you need to do to get property management underway. Not all items will apply to your specific circumstance, but please review the entire list and don't hesitate to ask us for clarification. We understand it is a busy time as you get ready to leave, so we think you'll find this list of information quite useful.

### 1.2 MAKE SURE WE HAVE THE FOLLOWING:

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- ? The date the home will be vacant and ready for occupancy
- ? Your new address
- ? Your new work, and home, cell numbers and fax numbers
- ? Your email address
- ? Name of person who has the authority to act on your behalf if we are unable to reach you
- ? Interim telephone numbers where we can contact you if you are traveling
- ? Provide us with 3 sets of property keys, please check to ensure they all work properly
- ? Home alarm codes
- ? Provide us with all garage door openers, alarm codes, parking passes, condo or HOA rules, etc...
- ? Home Warranty Information to include (Plan number & Expiration Date) if Applicable/Builders Warranty Info

### 1.3 MAKE SURE TO HAVE THE FOLLOWING COMPLETED:

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- ? Have Carpets Professionally Cleaned and Provide a copy of the Receipt to TopFlight
- ? Owners MUST include TopFlight Realty & Property Management as an additional insured on their fire policy and provide TopFlight a copy within 10-days of a signed management agreement or within 10 days of vacating the property.
- ? Terminate Services that are not included with rental: Cable, Trash, Telephone etc...
- ? Submit a change of address with the Postal Service.
- ? Set-up Owner Landlord Rollover Utilities

### 1.4 TAKE CARE OF MINOR MAINTENANCE ITEMS, SUCH AS:

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- ? Replace burned out light bulbs inside and out
- ? Caulk/grout tubs where necessary
- ? Check all plumbing, especially commodes
- ? Wood burning fireplaces and or stoves must be cleaned of all debris and be free flowing
- ? Exhaust fans/vent cover should be in working order and free of dust and grease
- ? Kitchen cabinets, shelves, drawers and counter tops must be cleaned inside and out
- ? All appliances must be cleaned inside and out and operational
- ? Make sure there is a working smoke detector on every level of the home and carbon monoxide detector if gas utilities are present (insert new batteries)
- ? Change the furnace/air filter

- ? Clean the windows, drapes and blinds and if appropriate any interior glass doors/windows
- ? Leave the garbage disposal tool under the sink
- ? Weed shrub beds and mulch where appropriate
- ? Cut the grass and prune shrubs the week of departure
- ? Apply driveway sealer if needed
- ? Leave a dehumidifier if the basement tends to become damp
- ? If you have a propane tank, fill it upon departure
- ? Remove ALL personal property (TopFlight or the Tenant is not responsible for any personal property left)
- ? Ensure your pool/Hot Tub is cleaned and provide the pool service company information

**1.5 TOPFLIGHT CAN OFFER A FLAT-RATE CLEANING AND MINOR REPAIR SERVICE FOR THE HOMES THAT WE MANAGE THROUGH OUR IN- HOUSE MAINTENANCE TEAM. COORDINATE THESE ITEMS WITH US:**

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- ? Final house cleaning
- ? Carpet cleaning including deflea/deticking and Pest Control
- ? Full Home/Room Painting
- ? Minor Repairs/Other
- ? Power Washing/Deck Staining-Sealing
- ? Lawn Care

**1.6 ADDITIONAL INFORMATION**

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Prepare your "house binder" with copies of all the applicable appliance manuals and instructions regarding any peculiarities with the home and leave it in a kitchen drawer. Do not leave the original manuals unless you no longer need them.

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.

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