

## Vacating Owner Checklist

We have 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 quite useful.

Make sure we have the following:

- The date the home will be vacant and ready for occupancy
- Your new address
- Your new work and telephone numbers and cell
- Your fax number
- 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 5 sets of property keys, please check to ensure they all work properly
- Home alarm codes
- Provide us with all garage door openers, pool passes, security cards, alarm codes, parking passes, condo or HOA rules, etc.
- \$300 maintenance fund start up
- Funds to pay HOA fees (if applicable)
  
- Change the billing address for gas, electricity, and water utilities to our office address, but **keep the account in your name**, i.e., "John Doe c/o Professional Property Management" to avoid an unnecessary connection charge. Once a 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 newspapers, magazines, catalogues, etc. of your new address, as well as the post office.
  
- Terminate these services (remember to allow for a final trash collection after your move date):
  - Cable television
  - Trash collection
  - Telephone
  
- 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 Professional Property Management as an additional insured party.** There is usually no charge for this and it allows us to file claims on your behalf. If the house will be vacant more than thirty days, a vandalism rider is probably required. Please consult your agent for details.
  
- If changing the furnace filter involves removing the front furnace panels, you may want to consider having a filter slot installed. We have found that the more difficult it is for tenants to access furnace filters, the less likely they are to change them regularly.

If applicable, notify the following to change your mailing address to Management:

- Homeowner's Association
- Condominium Association
- Cluster (Reston only)
- Termite contractor
- Pest contractor
- Furnace/AC contractor if you have a service agreement
- Lawn care company
- Other

Take care of minor maintenance items, such as:

- 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 professionally cleaned
- All gutters and downspouts must be cleaned of all debris and be free flowing
- Exhaust fans/vent covers 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 outside
- Make sure there is a working smoke detector on every level of the home and carbon monoxide detector if gas utilities are present
- Change the furnace 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
- Apply driveway sealer if needed
- Leave a dehumidifier if the basement tends to become damp
- If you have an oil tank, fill it upon departure

Coordinate these items with us:

- Final house cleaning
- Carpet cleaning including deflea/deticking or general fumigation
- Painting
- Other

All personal items should be removed from the property

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.

Give PPM business cards and/or refrigerator magnets to your neighbors 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.