



PROFESSIONAL PROPERTY MANAGEMENT OF NORTHERN VIRGINIA, INC.

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RETURNING OWNERS

We realize you are busy with your impending move back to the Washington area. The following will help insure a smooth transition to your property.

1. You will need to contact your utility companies to line up service. PPM cannot do this for you as the utility companies must verify your personal information. Included is a list that will help in contacting the proper companies. Some may be established online by doing a simple company name search.
2. PPM will schedule a final inspection with your tenant to determine the condition of the property, and any security deposit issues. If you are returning within 30 days of the lease expiration we would welcome you to inspect the property prior to your move-in.
3. Security deposits will be processed for tenant charges 30 days after the tenants' move out inspection. Therefore, if you have any concerns regarding this process you must contact your property manager as soon as possible. Discrepancies are guided by the lease and Virginia State Law.
4. Before you return, it is important for you to contact PPM to confirm that our services will terminate after the move-out inspection. If you are not taking occupancy at the end of the tenants lease term, and would like PPM to continue managing the home while vacant, a full management fee is assessed. The fee includes periodic inspection, paying all expenses on your behalf as well as arranging any lawn care or maintenance if necessary.
5. After the final inspection we will leave all keys, parking passes, and garage remotes in the home, except for one entry key. If you do not have keys to enter your home you must make arrangements with PPM to obtain a key.
6. Your account will be closed approximately 30-45 days after the tenants move out inspection has been completed. This provides PPM with enough time to verify that all utility and contractor bills have been paid.
7. PPM does not get involved in doing improvements, renovating, and construction to your home in preparation for your return. However, we can supply you with a list of contractors that we use on a regular basis. They can and will work with you directly.

Should you have any questions please don't hesitate to call or write. Thank you for your business with Professional Property Management

UTILITY LIST

ELECTRIC

City of Manassas 703-257-8245
NOVEC 703-335-0500
PEPCO 202-833-7500
Virginia Power 888-667-3000

WATER

Arlington County 703-358-3636
Fairfax County 703-698-5800
Falls Church 703-241-5071
Fairfax City 703-385-7915
Herndon 703-435-6814
Loudoun County 703-478-8016
Manassas City 703-257-8245
Manassas Park 703-335-8805
Prince William 703-631-1703
VA American 703-549-7080
Vienna 703-255-6385
WSSC 202-727-5240

GAS

Commonwealth 703-631-5363
Washington Gas 703-750-1000

CABLE

Arlington Cable 703-841-7700
Dale Service 703-590-4495
Jones Cable 703-823-3000
Leesburg Multivision .. 703-777-4700
Loudoun Cablevision .. 703-430-8200
Manassas Cable 703-368-4227
Media General 703-378-8411
Warner Cable 703-716-9701

PHONE

Verizon 703-876-7000

TRASH

AAA Trash 703-818-8222
BFI 703-471-1320
Rainbow 703-818-7660