

Select 1 Realty

Owner reminder checklist

- _____ 1) Check all smoke detector batteries, must have a smoke detector installed 1 per bedroom and 1 in the hall, each level, and 1 each level in the hall Carbon Monoxide detector.
- _____ 2) Check and install new furnace filters.
- _____ 3) Make sure agent has all keys and garage door openers, include pool, mail, clubhouse, etc.
- _____ 4) If owner is cleaning property, please make sure cabinets and drawers are included.
- _____ 5) If owner doing carpet cleaning, it must be by a professional to require tenant to do so once they leave. Please be ready to provide proof for our records.
- _____ 6) If you have forms still pending, they must be received and complete prior to a tenant being placed in property.
- _____ 7) **It is very important to be sure that there are no outstanding utility bills on property. (ie... tenant will not be allowed to transfer garbage service into their name if there are outstanding bills. It will then be required to stay on in owner's name and be included in rent.)**
- _____ 8) Please Note: When filling out the W-9, the name MUST be an exact match to what and/or how it is on either the social security card or your issues federal Tax ID number. An incorrect match can result in a \$50.00 fine issued.**