



Owner Departure Checklist:

1. Contact your Insurance Agent to change your homeowner's policy to a "Landlord Liability" policy.
2. Contact utility companies (once you have secured your tenant) to have them transferred out of your name as of the lease start date. Some companies have Revert to Owner agreements to ensure continuance of utilities between tenants.
3. Contact HOA to let them know that your home will be rented. Provide them your property management company contact information. If there are any documents pertinent to tenant, leave a copy of them.
4. We recommend providing two (2) complete sets of keys for the tenant and another complete set to your property management company. You may consider having locks re-keyed.
5. Do not forget to leave the garage door remotes (if applicable).
6. Leave a few new air filters to help encourage tenant to change them and identify which size tenant should use.
7. Make sure all lights have working light bulbs and smoke detectors have new batteries (if they can be replaced).
8. If you intend to leave any items behind (grill, lawnmower, etc.), keep in mind that you cannot guarantee the condition after renters. Consider talking to your leasing agent for recommendations about these items and documentation of them in lease (if applicable).
9. At minimum, you should have property and carpets cleaned once your furniture is removed. Consider having your gutters and chimney cleaned (if applicable). Most leases require tenants to provide paid receipts from professional companies at the end of their lease for these services.
10. Provide property management company with copies of any service agreements for property (home warranty, HVAC, etc.) and contact information for any preferred vendors.