



NEW OWNER ORGANIZATION CHECKLIST

Owner:

Date:

Address:

Please take a moment to review the items below. If you have any questions or concerns regarding the requirements to prepare your home for professional property management, please do not hesitate to contact us.

Items Required to Start Management with Zenith Properties NW LLC

- 1. **Completely Signed Management Agreement & Addendums:** Yes No
 - 2. **Copy of ID:** Yes No
 - 3. **Copy of Void Check (Zenith cannot disburse funds without):** Yes No To be provided _____
 - 4. **Completed Property Information Sheet:** Yes No
 - 5. **Initial Contribution to Client Trust Account:** Yes No
 - Set up \$ _____
 - Advert \$* _____
 - Reserve \$ _____
 - Total: _____
- Additional funds may be needed for rent-ready work.

Items Needed Before Marketing Can Begin

- 1. **Appointment with Zenith for Marketing Pictures/Video:** Yes No TBA

Items Needed Within 5 Business Days of Management

- 2. **HOA CC&Rs & Rules and Regulations:** Yes No Zenith to obtain
- 3. **Proof of Insurance:** Yes No Zenith to obtain
(Landlord/Tenant policy which lists Zenith as additional insured with a liability limit of \$1 million)
- 4. **ZENITH TO INSTALL PERMANENT LOCK BOX FOR MAINTENANCE & EMERGENCIES _____(owner initials)**
- 5. **RE-KEY ALL LOCKS after home is vacant and before a tenant is placed**
 - Zenith to schedule Owner completed Invoice submitted

***By law, all locks must be re-keyed between every tenancy. _____(owner initials)

Home is:

- Tenant occupied Owner occupied Vacant

Only Incurred After Tenant Secures Tenancy:

MF: 10%

Rental placement fee: 50%

1st full month's rent

Approximately 8-9 months into lease incur:

Inspection fee: \$199

Lease renewal fee: \$150 min/or
40% increase, whichever greater

The following items are required (you only need to fill in 1 of the 3 choices below):

TENANT OCCUPIED RENT READY

Please provide Zenith with the following:

- 1. Has change of management notice been served? Yes No
 Date of notice delivery? _____ via _____
 Date Zenith management to start? _____
- 2. Tenant application & ID Yes No
- 3. Tenant rental agreement Yes No
- 4. Tenant ledger Yes No
- 5. Outstanding maintenance requests? Yes No
- 6. Provide copy of keys # _____ Yes No

Owner Signature: _____ **Date:** _____

OWNER OCCUPIED RENT READY

- 1. Professional house cleaning (white-glove) Zenith to schedule Owner completed Invoice submitted
- 2. Professional carpet cleaning Zenith to schedule Owner completed Invoice submitted
- 3. Furnace inspected & serviced as needed Zenith to schedule Owner completed Invoice submitted
- 4. HVAC inspection (cleaning / change filters) Zenith to schedule Owner completed Invoice submitted
- 5. Chimney/wood stove inspected & cleaned Zenith to schedule Owner completed Invoice submitted
- 6. CO detector installed & functional Zenith to install Owner installed, date: _____
- 7. Smoke detectors installed & functional (9V lithium) Zenith to install Owner installed, date: _____
- 8. Light bulbs in all fixtures matching & functional Zenith to install Owner installed, date: _____
- 9. Repair holes in walls Zenith to schedule Owner completed
- 10. Re-caulking by sinks as needed Zenith to schedule Owner completed
- 11. Landscaping during vacancy Zenith to schedule Owner scheduled
- 12. Change locks Zenith to install Owner installed, date: _____
- 13. Blinds (sleeping areas/bedrooms) Zenith to install Owner installed, date: _____
- 14. Utilities (water/sewer, electric & gas remain ON; trash should be canceled) Owner completed
- 15. Forward mail Owner completed

Owner Signature: _____ **Date:** _____

VACANT RENT READY

- 1. Professional house cleaning (white-glove) Zenith to schedule Owner completed Invoice submitted
- 2. Professional carpet cleaning Zenith to schedule Owner completed Invoice submitted
- 3. Furnace inspected & serviced as needed Zenith to schedule Owner completed Invoice submitted
- 4. HVAC inspection (cleaning / change filters) Zenith to schedule Owner completed Invoice submitted
- 5. Chimney/wood stove inspected & cleaned Zenith to schedule Owner completed Invoice submitted
- 6. CO detector installed & functional Zenith to install Owner installed, date: _____
- 7. Smoke detectors installed & functional (9V lithium) Zenith to install Owner installed, date: _____
- 8. Light bulbs in all fixtures matching & functional Zenith to install Owner installed, date: _____
- 9. Repair holes in walls Zenith to schedule Owner completed
- 10. Re-caulking sinks as needed Zenith to schedule Owner completed
- 11. Landscaping during vacancy Zenith to schedule Owner scheduled
- 12. Change locks Zenith to install Owner installed, date: _____
- 13. Utilities (water/sewer, electric & gas remain ON; trash should be canceled) Owner completed
- 14. Forward mail Owner completed

Owner Signature: _____ **Date:** _____