



Listing Requirements

Transitioning your home to a rental property, it is important that the following documents are collected to ensure a smooth transition into the rental program. Property will not be listed for rent until all items are received.

- _____ Insurance Declaration Page
- _____ Appliance Warranties Contact Information
- _____ Two sets of Door Keys and 2 Mailbox Keys
- _____ Garage Remotes, Pool Passes & Gate Codes
- _____ Copy of HOA Bylaws
- _____ Property Information Sheet (filled out completely)
- _____ Management Agreement Completed and Signed
- _____ Disbursement method established – By check or auto disbursement
- _____ W-9 Form fill out
- _____ Completed inspection checklist, signed by a licensed contractor
- _____ All personal items removed from the property
- _____ Owner must have HVAC systems service contract (provide company name and phone)

In order to maintain the condition of your property and receive the best market rent. Refer to Pages 7-8, “Preparing Your Home for Tenants”, of the Owner Handbook for detailed descriptions.

- _____ Interior and Exterior Cleaning
- _____ Spruce up the yard, pest control
- _____ Change filters, paint, re-key the locks
- _____ Replace all burned out light bulbs, place operable screens in all windows
- _____ Inspect all fixtures, ceiling fans, outlets, etc.



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Once Management begins, an owner has an obligation to provide a clean, sanitary and safe property for prospective tenants. The costs an owner incurs for the basic cleaning and repairing of necessary items to make a unit ready for the next tenant are part of the costs of doing business. Refer to Pages 8 – 9 of the Owner Handbook for detailed descriptions.

- _____ Must paint living space every 5 years and bedrooms every 7 years, due to normal wear and tear
- _____ Must replace carpet in living space every 5 years and bedrooms 7 years, due to normal wear and tear
- _____ Responsible to remedy any mold found in a home while a tenant is living there; responsible for remediation of all mold present in the home
- _____ Responsible for paying, HOA dues, mortgage, and property taxes
- _____ Must pressure wash homes yearly and provide (to be done by landscape technician) mulch/straw for flower beds
- _____ Must ensure all doors, gates and windows have working locks, unit must be re-keyed after each tenant



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Here is a list of preferred vendors to help make the above transition easier:

Landscape:

Charles Holmes 843-430-9310

Cleaning Service:

At Your Service 910-233-8049

Plumber:

USA Plumbing 843-241-8054

Electrician:

Pruitt Electric Co. Inc. 843-450-7539

Handyman:

Robert Horn Carpentry 843-293-1299

HVAC:

Beach Air 843-796-3798

Locksmith:

Anderson Lock and Security 843-238-3930

*Owner's must check email daily, for communications that are pertinent to your property.
Property Manager will determine what is lawfully a true emergency, not the owner.*

Owner Name

Owner Signature

Property Manager Signature

Date