



## OWNER DEPARTURE CHECKLIST

In order to assist you, McGrath Real Estate Services has prepared the following checklist to help you organize all of the vital information that will be needed to manage your property. It also outlines some of the things that can be done to prepare the property for the rental market and for a smooth transition into management. Please review the tasks, and contact us if you have any questions.

### **I. PRIOR TO YOUR DEPARTURE**

- INSURANCE:** Arrange for your insurance agent to change your homeowner's policy to a "Landlord Liability" policy (a.k.a. "Fire & Liability" or "Hazard & Liability" policies) and have a copy of the policy synopsis faxed or mailed to us. Please refer to the management agreement for the recommended amounts of coverage and also remember to name McGrath Real Estate Services on the policy (there is usually no charge for this and it allows us to file claims on your behalf). If the house will be vacant more than thirty days a vacancy/vandalism rider is probably required, please consult your insurance agent for details. McGrath Real Estate can give you a recommendation on an insurance company to call, but you are welcome to use whomever you wish!

- Please notify your change of address to:
- Post Office ([www.usps.com](http://www.usps.com))
  - Mortgage Company
  - Homeowner/Condominium Association
  - Any additional services you think may need this information
- Inform them of your new address and provide them with our address and phone number as necessary. Once you have left your residence, any mail sent to the subject property may be lost or forwarded to you at your expense. The post office sometimes needs several weeks advance notice!*

- UTILITIES:** Please contact the utility companies and have the bills sent to our office. You should **leave the accounts in your name, but change the billing address to: "in care of McGrath Real Estate" at our address** so there is no interruption of service. This is important to allow McGrath Real Estate permission to control turning your utilities on or off around Tenants lease start and termination dates. The tenant(s) will be responsible for most utilities during the lease term, but before you move out, transferring the utilities per the above instructions is very important. The below utility-services should be terminated as of your move-out date, not transferred:
- Telephone
  - Cable (Internet/Television)
  - Trash Removal

- Discuss marketing your property with McGrath Real Estate. Let us know when the property will be fully available, as well as if we can put a sign and a lockbox on your property to try and find suitable tenants before you leave! Send us as many **good** digital pictures of your home as you can. Showing your property off in all seasons is helpful too – the more pictures the better! We can also arrange an appointment to take digital pictures of your home for you, but we will need several days notice.

### **II. STEPS TO TAKE WHEN HIRING McGRATH REAL ESTATE**

*Once you are comfortable and committed to hiring McGrath Real Estate as your property manager, please adhere to the following steps to make your initial experience with us a smooth transition:*

- Property Management and Exclusive Rental Agreement**

This must be fully executed before we can market or begin to manage the property. This form is crucial for effective and efficient management of your property. Please read through this agreement carefully, and go over some of your questions with a property manager. The "What Conveys" section should be completed with a McGrath Real Estate representative. *Don't forget to initial each page and sign where required!*

**Keys and Checks!**

Provide four (4) complete sets of keys to the property, (we can make copies for you at your expense, but we need at least one of each key!) Don't forget mailbox keys! Also, your management agreement requires a minimum beginning escrow account balance of \$500. Please make a \$500.00 check payable to "McGrath Real Estate" to start your escrow account and initiate our services. A "Voided" check for the bank account you wish us to deposit the rent proceeds into is also necessary.

**Property Management Information Form** (*"The Full Scoop" form*)

The "Full Scoop" addition to this form is very helpful for your own records, and can allow your property manager to be more effective and efficient in marketing and managing your home. Make these forms work for you, add any additional information that you think might be useful.

**Lead Based Paint Disclosure Form**

Please read through the form and fill out the enclosed lead based paint notice to comply with Federal laws regarding disclosure. *Several initials are required – don't miss them!*

**Residential Deed of Lease**

Once McGrath Real Estate has helped you select suitable tenants for your property, the tenant(s) will sign the lease. We will then forward the lease and a copy to you. Review the lease carefully in advance of finding tenants! Ask a property manager if you have any questions, when you get a lease with tenant signatures you should be comfortable with the terms already and be ready to sign and return the lease quickly. McGrath Real Estate has the ability to sign the lease on your behalf per the management agreement, but in most instances, you should expect to get the lease in the mail/email within a few days of tenant signature. *Please keep a copy for your records.*

**Website Review:** [www.McGrathRealEstate.com](http://www.McGrathRealEstate.com)

Review our website! There is lots of helpful information and good tips for new and experienced Landlords! Review the lease in advance, see your rental listing, and have McGrath Real Estate coordinate your pre-departure repairs! Its all there!

**III. THINGS TO DO TO THE PROPERTY -- "Presentation sets Expectation!"**

*If you properly present your home, you'll reduce vacancy time, and help your rental price.  
Set the expectation of how the Tenants should care for the property.  
These items should be addressed prior to marketing your property.*

**Check Painting!** Is the paint in good condition? Have nail holes been filled? Not sure? Ask us, we can recommend reliable, affordable, painting contractors.

**General Repairs:** Please make sure that all of the appliances, plumbing and electrical fixtures are in working order. Any other minor miscellaneous repairs should also be attended to at this time.

**Carpet Cleaning and General Cleaning:** A clean, well-maintained home will have the best chance of renting quickly on the open market. It will also attract the type of tenant that will keep it in the same condition. Carpet cleaning and a final general cleaning should be done when all of the furniture has been removed and you are ready to leave. The Lease will require the tenants to professionally clean the carpets at the end of the Lease term, and it should be done prior to their occupancy as well. Please ask if McGrath Real Estate can coordinate handling this task for you – it will remove some of the stress of your move, and allows us to ensure it is done to our specifications for tenant move-in.

- Tagging:** Bib tags are provided in your management folder, please mark:
  - Main Water Shut Off Valve
  - Hose Bib Shut Off Valve
  - Main Gas Shut Off Valve
  - Fuse Boxes or Circuit Breakers
  
- Filters:** Please leave a supply of filters to encourage tenants to change the filters on a monthly basis. If changing the filter involves removing the front furnace panels, you may want to consider having a filter slot installed. We have found that the more difficult it is for tenants to access furnace filters, the less likely they are to change them regularly.
  
- Smoke Detectors:** Please make sure that all smoke detectors are working and that there is at least one detector per level of your home. Leaving behind fire extinguishers is a good idea as long as they are newer and fully charged.

#### IV. FINAL CHECKOUT

- Check with McGrath Real Estate Services to see if we have all the information we need for your file.
  
- Provide addresses and phone numbers of your temporary quarters (if applicable), as well as verifying your future contact information.
  
- Provide funds for escrow balance, utility bills, and any repair work in progress.
  
- Double-check that you are not leaving behind any personal property or other non-fixtures. Don't even leave behind cleaning supplies. You are now running a rental business! It would be a shame to start your business with a poor impression on your first customer (the Tenant), and/or to have to pay someone to remove miscellaneous junk left behind because you didn't have time to get to it. **No personal property should be left behind!** This includes grills, lawn mowers, ladders and more – you may think you are being helpful to the tenants, but you are creating major liabilities for yourself and frustrations when you get a bill to remove these items. The only things you should leave behind for your new tenants are:
  - Filters for the furnace and air returns (if applicable).
  - Already stocked light bulbs specific to the light fixtures you have at the property.
  - Home Owners Association documents and appliance manuals (kitchen drawer).
  - Garage door remotes should be left in the kitchen drawer closest to the fridge.
  - Do not leave your new contact information in the house or anywhere for the tenant, it may seem like a good or friendly idea, but many Landlords have regretted this, and, if you are interested in further discussion on the pitfalls of direct communication with your Tenant(s) – consult your property manager.
  - The best thing to leave behind for your Tenant(s) is a clean house in good repair with all appliances working and a property manager to call if they are in need! Sometimes, a small “Welcome” gift basket is also a nice touch!

*We hope that this check-list will make your move a little easier during this very busy and often stressful time. Since 1976, McGrath Real Estate Services has handled many situations just like yours. We will do all we can to make sure that this is a smooth transition. We wish you much success in your endeavors and look forward to working with you and managing your property.*