

RPM DIRECT LLC

RESIDENTIAL PROPERTY MANAGEMENT

Vacating Owner Checklist

This checklist is designed to identify everything you need to do to get your home ready for property management. Not all items will apply to your specific circumstance, but please review the entire list and don't hesitate to ask us for clarification. We understand it is a busy time as you get ready to leave, so we think you'll find this list quite useful.

Please provide us with your contact information at your new location:

- Your new address
- Your new work telephone number
- Your new home telephone number
- Your new e-mail address if it will change

Complete and return the following forms:

- Signed Property Management Agreement
- Property Management Information Form
- W-9 Tax ID form
- R-5 Virginia Department of Taxation form (if applicable)

Provide a check for \$300 for the initial funding of your maintenance account. Also provide a voided check so that we may transfer the monthly rental income into your checking account via ACH Transfer.

File a change of address with the Post Office and notify all newspapers, magazines, catalogues, etc. of your new address.

If applicable, notify the following to change your mailing address to RPM Direct LLC:

- Homeowner's Association
- Condominium Association
- Furnace/AC contractor if you have a service agreement
- Lawn care or sprinkler service company

Utilities should be kept on and in your name until the day the lease begins. The tenants will have the utilities transferred to their name effective the first day of the lease.

Terminate these services (remember to allow for a final trash collection after your

4004 GENESEE PLACE, SUITE 113

PRINCE WILLIAM COUNTY, VA 22192

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move date):

- Cable television
- Trash collection
- Telephone

Arrange for your insurance agent to change your homeowner policy to a “fire and liability” policy, and have a copy of the binder faxed or mailed to us. **Include RPM Direct LLC as an additional insured/interest party.** There is usually no charge for this and it allows us to interface with the insurance agency regarding claims on your behalf. If the house will be vacant more than thirty days, consult your agent for additional requirements.

Put tags on, or clearly mark the location of:

- Main water shut-off valve
- All outside faucet(hose bib) shut-off valves
- Main gas shut-off valve
- Fuse boxes or circuit breakers

Take care of minor maintenance items, such as:

- Replace burned out light bulbs inside and out
- Caulk/grout tubs where necessary
- Check all plumbing, especially commodes
- Make sure there is a working smoke detector on every level of the home and in the furnace room
- Change the furnace filters
- Clean gutters and chimney if necessary
- Clean the windows, drapes and blinds
- Leave the garbage disposal tool under the sink
- Weed shrub beds and mulch where appropriate
- Cut the grass and prune shrubs
- Apply driveway sealer if needed
- Be sure that home is in the condition that you expect the tenant to return it to

Coordinate these items with us if necessary:

- Final house cleaning
- Carpet cleaning including de-fleaing/de-ticking and/or general fumigation

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- Painting

Provide us with 3 sets of entrance door keys and at least 2 sets of all other keys including window locks. Also provide all garage door openers, pool passes, security cards, alarm codes, parking passes, condo or HOA rules, etc. If your HOA requires vehicle registration/stickers for parking, please provide the written procedures.

Prepare your “house binder” with copies of all the applicable appliance manuals and instructions regarding any peculiarities with the home and leave it in a kitchen drawer.

Give our business card to your neighbors so they know who to contact if there is a problem or an emergency.

We hope this helps you prepare for your transition. Don't hesitate to call us if you have any questions. Our team is looking forward to working with you and we will be happy to do anything that will make your move easier.

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