



PROPERTY MANAGEMENT CHECKLIST FOR NEW PROPERTIES

Owner(s):

Property Address:

Please provide the following items:

- Completed Property Management Agreement
- Completed Property Information Form
- Completed landlord utility agreements
- Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards (if property was constructed prior to 1978)
- Completed W-9 (this is for whoever will be receiving the 1099).
- A check made payable to Mt Bachelor Property Management in the amount of \$250.00 for your owner reserves per unit. This can also be paid in the owner portal under owner contribution.
- A copy of the HOA Rules & Regulations (if the property is located within a HOA) – an emailed pdf is preferred over a hard copy. If you don't have these, please contact your HOA management company for a copy.
- House Keys: 1 set (Mt Bach will supply 2 DO NOT DUPLICATE keys to go to the new tenants, original will be retained by us). If the property is already occupied by tenants, please provide us with 1 key for our use.
Keys Provided _____
- Mailbox Keys (if applicable): Please provide 2 keys. 1 will go to the tenants, and 1 will be retained by us.
Keys Provided _____

- Pool/Clubhouse access key (if applicable). Please leave this in the kitchen drawer closest to the refrigerator. Keys Provided _____
- Garage Remotes: Please place 2 working remotes in the kitchen drawer closest to the refrigerator. Remote Provided _____
- Leave any operational manuals for appliances, security systems, thermostats, etc. in the kitchen drawer closest to the refrigerator.
- Copies of any recurring bills you would like us to pay (lawn service, utilities, etc... - we do not pay mortgages, insurance, HOA's or taxes unless discussed).
- Insurance COI (Certificate of Insurance) showing Mt Bachelor Property Management LLC. as additional insured. (Your insurance broker can email this directly to us): owner@4rentbend.com

If the unit is currently occupied by a tenant, please provide:

- o Tenant's Applications
- o Tenant's Lease
- o Tenant's Security Deposit
- o Tenant's Account Statement
- o Tenant's Contact Info
- o Tenant's move in inspection

Mt. Bachelor Property Management LLC

642 NW Arizona Ave

Bend, OR 97703

541-640-5551

owner@4rentbend.com

Cleaning

The Following items are expected to be professionally cleaned prior to moving in a tenant. If you need help finding a contractor to do cleaning please let us know.

- All appliances inside and out, behind, and underneath.
- All cabinets and drawers inside and out.
- All light fixtures, all bulbs must be present and working.
- All baseboards, door casings and trim.
- All window coverings and blinds.
- All ceilings and walls as needed.
- All heating units; vacuumed as necessary. Filters cleaned and or replaced.
- Fireplace, woodstove and hearth area.
- All plumbing fixtures (sinks, tubs, showers, toilets and faucets).
- All shower tiles, tubs and enclosures including tracks and doors.
- All windows inside including windowsills and tracks.
- All interior and exterior doors inside and out including tracks.
- All porches, decks, patios, walkways and garage swept and cleaned.
- All floors swept and mopped (waxed if necessary).
- Professional carpet cleaning

The following needs to be completed:

- Lawn and grounds trimmed , mowed, and beds weeded if applicable.
- Any satellite dishes removed from exterior of property.
- Batteries must be present and working in smoke and carbon monoxide alarms. Alarms older than 10 years MUST be replaced.
- Furnace serviced and filters changed
- wood burning fireplaces cleaned and inspected
- Touch up paint or repainted where needed (interior and exterior)
- All nail holes filled and painted where needed