

Getting your property ready for leasing

CHECKLIST

- **Complete the Onboarding form:** Email to info@guardianpropertymanager.com.
- **Review and sign the management agreement documents**
- **Ensure Guardian Property Management (GPM) has your banking account and routing numbers**
- **Ensure GPM has your Tax Id number for tax purpose (social security number or EIN)**
- **Ensure your HOA has your new mailing address:** Failing to do this will allow HOA violation letters to go unanswered and may result in additional fees. If you receive an HOA violation letter, just scan and email this document to info@guardianpropertymanager.com.
- **Ensure the tax authorities have your new mailing address:** GPM is not responsible for reminding you to pay your property taxes.
- **Send GPM a copy of your Landlord Insurance (LLI):** Have GPM named as “Additional Insured” or “Additional Interest” on your policy as per the management agreement.
- **Utilities and Lawn care:** Keep utilities and lawn care services on while the property is vacant.
- **Keys, mailbox keys, and remotes:** Leave at least 3 copies of the house key
- **Codes:** Include any door keypad, gate, or alarm panel codes in the Onboarding form.
- **Alarm systems:** Deactivate the system while the property is vacant.
- **Professionally clean the property and carpets**
- **Personal items:** leave no personal items (including the garage, attic or any storage area).
- **Appliances and systems (HVAC, sprinkler system, water softener, etc):** Make sure everything works. If it does not, have it repaired or make sure GPM is aware of the nonfunctioning item.
- **Replace HVAC and water filters**
- **Locks and smoke detectors:** GPM will have the keys changed once a tenant has been placed. Do NOT change the keys or we will have to do it again after placing a tenant.
- **Trash cans and Recycle bins:** Leave them clean and empty in the garage or a secure storage location. If left full, your account will be billed \$150 for two trips to the property to take care of the trash.
- **HVAC system:** Clean and functioning HVAC systems are vital. If your system has not been serviced recently, let us know.

FAQs

- 1. When will I receive my rent?** Distribution to owners happens on the 8th of the month assuming it is not a holiday or weekend. If rent was paid on time, you should see the money in your account around the 10th of each month. The funds usually take 2-3 business days to clear both banks.
- 2. Will you get estimates for work that needs to be done?** No. If you have a vendor you want us to use, please include their information on your onboarding form and we will do our best to work with them. GPM uses vendors that are competitively priced and do good work. In many cases we have used these vendors for years and trust them with your property and our tenants safety.
- 3. Will you manage properties with pools?** Yes, but contracted pool maintenance services must be included in the rent charged.
- 4. Can I review tenant applications?** No. GPM has standardized Tenant Criteria and we are happy to share this document with you. In cases where we may choose to make an exception to policy, we will discuss the basic details of our recommendation with you prior to making an acceptance decision.
- 5. Will you visit the property?** In the first year of management we will be at the property upon move-in day and 30-60 days from the end of the lease we will visit the property prior to renewing or have the tenants submit a photographic report that will detail the condition of the property. Throughout the year we also use our vendors to report back on possible items of concern during standard maintenance call visits.
- 6. Can you help with getting my property ready?** Absolutely. We are happy to help you however we can.