
OWNER CHECKLIST

The better the condition of the property, the more rent we can get, the sooner it will rent, and the better tenants it will attract. Here is a checklist for you to complete:

PREPARING YOUR PROPERTY FOR RENT:

- EXTERIOR: Mowing, weeding, pruning as needed. Adding fresh bark helps. Check the condition of the gutters, roof, downspouts, and fencing. The outside needs to be presentable before we can ever get someone inside to look at the property.
- INTERIOR: Professionally clean the house, carpets, windows, window coverings, appliances, light fixtures, and vents. Replace ALL burned out light bulbs. Fill in holes and clean or paint dirty walls. Paint rooms that are not a neutral color. Replace any worn carpet or vinyl.
- Have your fireplace inspected and cleaned if it hasn't been done in the last year. Have the furnace serviced to avoid any expensive cost later. REPLACE air filters with new filters.
- SAFETY: Confirm all smoke and carbon monoxide detectors are in working order. REPLACE batteries with fresh new ones. Carbon monoxide detectors are a new requirement for rental properties, one per floor. If you have any questions on how many are required, locations within the unit and/or installation we are here to help.

TRANSITION TO PROPERTY MANAGEMENT:

- Provide (4) sets of house keys: (2) Keys for Tenant, (1) for Vienna PM, (1) for you
- Provide (2) sets of mailbox keys (If you have a keyed box)
- Provide (2) garage door remotes and (2) sets of any other applicable remotes or keys
- Review Utility Procedures and confirm which utilities are transferable. Please consult with your Property Manager before the property is advertised.
- Contact your insurance company to add Vienna Property Management as an additional insured on your landlord policy. We require minimum liability limits of \$500,000. Email your Property Manager with a copy of this proof of insurance.
- Complete a W9 form and return to your Property Manager.
- If your property has a HOA and/or CC&Rs, send an electronic copy, or link to your Property Manager so we can provide copies to the tenants.
- Provide your HOA Manager or Board your Property Manager's name and contact information.
- Provide your Property Manager with a Voided Check for Direct Deposit
- IRS Form 590 to be completed by ALL California Resident Owners.
- IRS Form 588 to be completed by ALL Non-California Residents who are filing for a waiver for tax withholdings.



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