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We Cure Property Management Headaches

Departure check-list

Documents needed prior to property being placed on rental market:

- Property Management Agreement
- Property Management Information Form.
 - Banking information-voided deposit slip/check
 - Maintenance reserve of \$500
- HOA change of address notification document
- County/City Tax office change of address notification document.
- W-9 Tax ID Form.

Documents needed prior to your departure:

- Copy of Property Insurance.
 - Name Patriot Properties, Inc. as an additional insured.
 - Loss of rents provision- strongly recommended.
 - Replacement costs insurance-strongly recommended.
 - You may want to consider an umbrella insurance policy.
- Association documents.
 - Digital version if possible.

Items to be left in property:

- Home Property Binder
 - Association web site/contact information.
 - Location of hose bib turn offs.
 - Location of furnace filters and size.
 - Appliance manuals-if available.
 - Trash/recycle service schedule-if applicable.
 - Parking information/restrictions if any.
 - Recommend that side of binder is marked "DO NOT PACK".
- Keys
 - 2 sets for all locks- we would already have two additional sets.
 - 2 mailbox sets- we should already have one additional set.
- Garage door openers
 - 1 for each garage bay. If two car garage, two openers.
- Key fobs, parking passes, pool passes, etc.
- Note: leave all items in kitchen drawer to the side of the refrigerator.**

Property Preparation:

- Maintenance items, if you have asked Patriot to handling these maintenance items, then please disregard.
 - Cleaning
 - Carpet cleaning
 - Gutter cleaning
 - Chimney sweep
 - Other:_____
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Utilities:

- Leave the following utilities on (if applicable) until two days after the lease start date.
 - Water
 - Gas
 - Electric

PLEASE do not do the following:

- Provide the tenant with your contact information.
- Give key to a neighbor.
- Leave personal items in the property.

Owner's departure:

- Register with the Patriot online system. If you have any difficulties contact our accounting department at Accounting@PatriotRents.com.
- Review this check-list and insure that all of the items have been completed.
- If you have been unable to complete any maintenance items, please insure that you notify us at least ten days in advance of the lease start date.
- Update us with your new mailing address and contact information as it changes.