



PADGETT PROPERTIES

RESIDENTIAL PROPERTY MANAGEMENT

Property Transition Guide

A checklist to get us started working for you

GIVE PADGETT PROPERTIES, LLC YOUR:

Departure Date:	2 sets of Mailbox Keys	4 Sets of all keys
New Address:	Garage Door Openers	W9 form for 1099 tax reporting
Phone Number:	Parking Passes	Condo/HOA rules & docs
Email Address:	Security alarm codes	Home Warranty info
Emergency Contact	VOIDED check where fund are to be deposited	Completed Property Info Sheets *last 3 pages attached to PM agreement
Sizes and Quantity of HVAC filters		

UTILITIES: LEAVE Accounts in your name but call to set up an “auto revert” Change mailing address to **Padgett Properties PO Box 4954 Midlothian VA 23112**. Disconnect phone and TV/Internet services. Cancel trash service effective one pick up AFTER your departure.

CHANGE your insurance to a “fire & liability” policy and include Padgett Properties as an additional insured/interest. Inquire and consider adding “rent replacement” coverage and a \$1,000 deductible to lower costs. Provide contact information of your agent and policy number to Padgett.

CHANGE mailing address to Padgett Properties for your

- *HOA or condo Assoc
- *Lawn Service
- * Termite / pest contractor
- *Furnace or AC Contractor
- *Any other service provider we need to work with

PERFORM MAINTENANCE (OR notify us if you wish us to perform the following):

- *Caulk tubs/showers
- *Be sure all light bulbs and switches work
- *Be sure there are operational smoke detector on each level and change batteries
- *Install carbon monoxide detector if you have gas or oil service
- *Cut grass and trim shrubs
- *Clean and remove any old solvents/paints or toxic substances
- *Schedule professional carpet cleaning
- *Schedule professional inside house cleaning
- *Schedule power washing or exterior maintenance