



Property Management Division

8880 East Speedway Boulevard Tucson AZ 85710

520.886.6023 ~ fax 520.886.6188

PROPERTY MANAGEMENT CHECKLIST TO BE COMPLETED BEFORE MANAGEMENT TAKE-OVER

This is a list of the required items Century 21 1st American Property Management needs to proceed with the management of your home(s).

- 1. Signed Management Agreement, (all parties)
- 2. Required \$400 Maintenance fund to be used for advertising until property is rented.
- 3. One-time set-up fee \$100
- 4. Completed Insurance form or copy of policy.
- 5. Copy of current Mortgage Statement
- 6. Complete current Rules and Regulations/CCR's if home is within a Homeowner's Association. If our property management division must obtain and print these documents, there will be a \$25 charge.
- 7. Copies of all landlord agreements on file with all utility company serving the housing unit so that while home is vacant, bills must go to owner, or if designated and approved, to Property Management Company.
- 8. Home Warrantee Information: Owner must provide Property Management Company with Warranty Company's address, phone number and contract renewals. Tenants will be given Home Warrantee information so they may contact them directly for maintenance. Property Management does not guarantee that Warranty Company will always be used, but every effort will be made.
- 9. Keys (2 copies) for access to show, pool key and mail key. Garage door openers are to be left in kitchen. Property will be re-keyed with each new tenant at the expense of the owner.
- 10. There must be smoke detectors in property.
- 11. Neither Century 21 1st American, nor any Tenants will be held responsible for any personal belongings left at the property by the owner.
- 12. A Maintenance work fee is charged (maximum fee \$100) plus money to complete any repairs or cleaning needed. This is required if the home is not ready for a tenant to move in.

By signing below, I have read, agreed to, and provided the above required items to CENTURY 21 1st American Property Management.

Owner Signature

Date

Property Address

Received by (Prop Mgmt Agent's Name)

Date Received

