

PROPERTY OWNER CHECKLIST

To ensure a smooth transition of your property to Bay Management Group, please be sure we have the following items:

_____ Current Lease, if presently rented. If a tenant is already in place, we must have all the updated contact information for the tenant such as phone numbers and email.

_____ Security deposit, if presently rented. If you are going to hold the security deposit instead of us, we need a letter stating that.

_____ If your property has had a lead inspection, we must have a copy of the certificate. If you do not have one and your property was built before 1950, it must have one. If you want us to take care of this, please initial here _____. We recommend that any property built before 1978 have one. This will be the law starting in 2015.

_____ Rental Property License for Baltimore County or Howard County – All smoke detectors must be hard-wired and interconnected. You will also need a carbon monoxide detector. If you want us to take care of this, please initial here. _____

_____ Property Registration for Baltimore City. If you want us to take care of it, please initial here _____

_____ Copy of any condo rules and/or neighborhood covenants.

_____ Copies of all keys – this includes mailbox and shed keys.

_____ Do not shut off the water – we will contact Baltimore City and have the water bills sent to us. For bookkeeping purposes, it is easier for us to pay the water bill and have the tenant reimburse us. If you receive a bill, just forward it to us, and we will take care of it.

_____ Do not cancel service with BGE. We have an account with BGE that allows us to monitor the tenants and be sure they start service in their name. If they forget or delay doing it, we make sure they backdate it to the time of possession. This allows for a smooth transition. When it is shut off, it causes delays in service and extra fees.

_____ If your water heater is over 10 years old, we recommend replacing it.

_____ Please be sure to empty **ALL** of your belongings, including cleaning supplies, from the property. This includes the emptying of sheds, garages, and storage rooms. It is okay to leave a little touch-up paint. Please do not assume the tenants will not mind keeping some of your items at the property, they will.

_____ While the property is being marketed, if you want us to maintain the lawn, please initial here: _____