



## Property Owner's Moving Checklist

We are providing this checklist to help you, the homeowner, identify items that will help you turn your home over to Dowda Realty for leasing and management. This is a busy time for you and we hope this helps you prepare for turning over your home.

If you see something we missed that would be helpful to future owners, please let us know so we may add that item to this list.

- **Utilities** – Leave the utilities in your name, but call the utility company and have them put them in care of Dowda Realty and mail to our address at 431 West Bijou Street, Colorado Springs, Co. 80905-1308.
- **Repairs and Preventive Maintenance** – Taking care of repairs and maintenance now may be easier and cheaper to do while you are still in possession of the property. Some items to consider are clean gutters, change air/furnace filters, replace broken windows, caulk tubs, repair leaky faucets, have chimneys cleaned, paint rooms with unusual wallpaper themes, etc.
- **Keys** – Dowda Realty will need to have three sets of keys. (One for Dowda Realty and two for the new tenants.) Please be sure to leave the access codes and access devices for garage door openers with Dowda Realty.
- **Remove all personal items from the property** – Owners leaving behind personal items is one of the biggest and most common problems in the rental process. Please remove all items from the attic, basement, garage, closets, storage buildings, etc. Do not leave the lawn mower or other motorized or sharp equipment, chemicals or broken glass, etc., as this is a liability. If you have touch-up paint, please leave it behind and label which rooms it is for. Do not leave anything behind that you cannot afford to lose.
- **Grass** – It is ideal, in the summer time, to have the grass freshly cut, brushes in a trimmed condition and the yard in generally good condition when the tenant moves in. This will set the standard the tenant will be expected to maintain upon move in and throughout the lease.
- **Final Cleaning of the Property** – We know that moving is a busy time and you may not have time for that final cleaning. The better the condition of the property when the tenant moves in, the better the condition of the property is likely to be when the tenant moves out. You may be planning to clean the property yourself but a professional cleaning service may save you valuable time. If you would like to take advantage of our professional cleaners let us know and we would be happy to provide you with their numbers. Please note that if the cleaning is not to our standards, we will send a cleaning crew to make it so.
- **Forward your mail to your new address** – Be sure to forward your mail to your new address and also let us know of your new forwarding address. Notify the County and City Property Tax Department, your insurance agent, warranty companies, homeowners associations, etc., of your new address.
- **Insurance** – be sure to notify your insurance company and change your homeowners policy to a landlord coverage. You will also need to add Dowda Realty as additional insured party.
- **Warranties/Contracts** – Before you move please provide Dowda Realty with copies of any warranties you may have and update them on any other contacts in effect.
- **Carpets** – need to be cleaned by a professional truck mounted service provider.
- **Wood burning fireplaces** – need to be swept prior to the first tenant taking possession.
- **Special instructions** – provide special instructions for care of floors, hot tubs, ponds, barns, etc.
- **Rules & regulations** – please provide management with complete copy of Home Owners Association Rules and Covenants.
- **Return documentation to Dowda Realty.**
  1. Exclusive-Right-to-Lease-Contract.
  2. Management Agreement.
  3. Property set-up sheet.
  4. Advertising Agreement.
  5. Electronic Funds Transfer Authorization.
  6. IRS, W-9 Form.
  7. Lead-Based Paint Disclosure.



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