



www.kestonerealtyandmanagement.com  
1919 Tiny Town Rd. Suite 500  
Clarksville, TN 37042  
Office: 931-802-5466

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### Vacating Owners Checklist

Keystone Realty & Management created this checklist to help you identify everything you need to get property management underway. Not all items will apply to your specific circumstance, but please review the entire list and don't hesitate to ask us for clarification. We understand it is a busy time, as you get ready to leave, so we think you'll find this list quite useful.

#### **Make sure we have the following:**

- The date your home will be vacant and ready for occupancy
- Your new address
- Your new work, home and cell phone numbers
- Name of the person who has the authority to act on your behalf if we are unable to reach you
- Provide us with 4 sets of property keys, please check to ensure they all work properly
- Home alarm codes
- Provide us with all garage door openers, pool passes, parking passes, condo or HOA rules, etc.
- Home Warranty Information to include (Plan number & Expiration Date)
- Preferred Vendors

#### **Make sure you have the following completed:**

- LEAVE THE UTILITIES ON until the tenants lease begins (you will be notified of lease date)
- Have Carpets Professionally Cleaned and Provide a copy of the Receipt to Keystone Realty & Management, LLC. (If animals were present, please also provide pet deo and flea/tick treatment receipt).
- Arrange for your insurance agent to change your homeowner's policy to a "Landlord-Fire and Liability" policy. Keystone Realty & Management, LLC must be added as your Property Management Company and as an additional insured on your policy. You must provide us a copy within 10 days of a signed management agreement.
- Terminate Services that will not be included with rental: Cable, Telephone, Trash, etc. (Remember to allow for a final trash collection after your move date).
- Submit a change of address with the Postal Service
- Make sure Keystone Realty & Management, LLC is the primary contact on your Home Warranty
- Scheduled your move out inspection date with Keystone Realty & Management, LLC

#### **Take care of minor maintenance items, such as:**

- Replace burned out light bulbs inside and out
- Caulk/grout tubs where necessary
- Check all plumbing, especially commodes
- Wood burning fireplaces and or stoves must be cleaned of all debris and be free flowing
- Exhaust fans/vent cover should be in working order and free of dust and grease
- Kitchen cabinets, shelves, drawers and counter tops must be cleaned inside and out
- All appliances must be cleaned inside and out and operational
- Make sure there is a working smoke detector on every level of the home and carbon monoxide detector if gas utilities are present
- Change the furnace/air filters
- Clean the windows, drapes and blinds and if appropriate any interior glass doors/windows
- Leave the garbage disposal tool under the sink
- Weed shrub beds and mulch where appropriate
- Cut the grass and prune shrubs the week of Departure
- Leave a dehumidifier if the basement tends to become damp
- If you have a propane tank, fill it upon departure
- Remove ALL personal property (Keystone Realty & Management, LLC or the tenant is not responsible for any personal property left)
- Ensure your pool/Hot Tub is cleaned and provide the pool service company information

**Coordinate these items with us: (if your running out of time)**

- Carpet Cleaning including deflea/deticking or general fumigation
- Final house cleaning
- Lawn Care
- Minor Repairs
- Painting
- Power Washing/Deck Staining-Sealing
- Other

Prepare your “house binder” with copies of all the applicable appliance manuals and instructions regarding any peculiarities with the home and leave it in a kitchen drawer. Do not leave the original manuals unless you no longer need them.

We hope this helps you prepare for your transition. Contact Information is below:

Main Office:	931-802-5466
Owner Coordinator:	Amanda Greco ( <a href="mailto:rentals@keystonerealtyandmanagement.com">rentals@keystonerealtyandmanagement.com</a> )
Office Manager:	Angie Hinkle ( <a href="mailto:manager@keystonerealtyandmanagement.com">manager@keystonerealtyandmanagement.com</a> )
Property Mgr/Broker:	Melissa Crabtree ( <a href="mailto:melissacrabtree319@gmail.com">melissacrabtree319@gmail.com</a> )

*“We Manage to be the Best...”*