

CLOSING THE CHAPTER HOUSE CHECKLIST

- Signed lease agreements are collected from all returning tenants.
- Ensure that all rooms are completely emptied of possessions and have completed move out checklist by tenants.
- Collect all keys from tenants.
- Contact the post office to have all mail forwarded or held during the summer.
- Store and lock all equipment and furniture.
- Store and lock all trophies, composites, photos, awards, and other valuables.
- Clean refrigerator and stoves thoroughly, and leave doors open to avoid mildew.
- Empty all trash from the house to eliminate fire and health hazards.
- Make arrangements to have all trash hauled away.
- Check all locks on doors and windows.
- All accounts receivable should be collected.
- All accounts payable should be paid.
- All safety equipment is checked and in working order.
- Exit lights are operational.
- Fire extinguishers are operational.
- Sprinkler system is operational.
- Itemize all damage or repairs needed in individual and common areas and report via property ware.
- Work with property manager to complete final property inspection, inventory equipment, furnishings and amenities.