

New Owner Checklist

These are the items Housing Hub requires to make the transition of us managing your property a smooth one!

- Copies of all the leases, applications and any paper correspondence for each tenant
- Current contact information for all current tenants
- Copies of keys or Lockbox Info to main doors, each unit door, storage & utility rooms
- Rent roll or Rent report of all tenants with current rent and deposit amounts
- Property/Unit Characteristics - Sq/Ft, Beds/Baths, Other Property Info
- Utility Breakdown/Information - Who pays which utility, who pays bill, etc?
- Any delinquent or pending eviction information
- Any outstanding or ongoing lease violations
- List of Preferred Vendors
- Copy of Current Rental Permit or License
- Copy of Insurance Information including adding HH as an additionally insured entity
- Copy of Declaration Pages for Insurance Audit
- Your bank account information for Owner Deposits every month
- Check, Money Order or Cashier's Check for Security Deposits for all tenants with breakdown to be held by HH

Please let us know if your lawn care/landscaping/snow removal, common area cleaning is covered at this time or if you need us to provide estimates for those items.