



Get your home ready to rent

- Contact your Insurance Agent to change your homeowner's policy to a "Landlord Liability" policy.
- Your property and carpets must be cleaned once your furniture is removed. Consider having your gutters and chimney cleaned (if applicable). Most leases require tenants to provide paid receipts from professional companies at the end of their lease for these services. It is highly recommended you complete maintenance on major systems/appliances, particularly the HVAC and dryer.
- Wood-burning fireplace(s), if operational, shall be clean of any debris and have a fireplace screen or heat-proof glass doors installed. If non-operational, the fireplace opening on the interior of the home shall be permanently sealed with an aesthetically pleasing material.
- Leave a few new air filters to help encourage tenant to change them and identify which size tenant should use.
- Contact HOA to let them know that your home will be rented. Provide them your property management company contact information. If there are any documents pertinent to tenant, leave a copy of them.
- We recommend providing two (2) complete sets of keys for the tenant. If you are living in the area, you can keep an extra set. If you are moving out of the area, it may be beneficial to give complete set to VPMG. You may consider having locks re-keyed at the end of rental period.
- Do not forget to leave the garage door remotes (if applicable). Garage doors must be in working order.
- Make sure all lights have working light bulbs and smoke detectors have new batteries (if they can be replaced).
- If you intend to leave any items behind (grill, lawnmower, etc.), keep in mind that you cannot guarantee the condition after renters. Consider talking to your leasing agent for recommendations about these items and documentation of them in lease (if applicable).
- Provide property management company with copies of any service agreements for property (home warranty, HVAC, etc.) and contact information for any preferred vendors.
- Contact utility companies (once you have secured your tenant) to have them transferred out of you name as of the lease start date. Some companies have Revert to Owner agreements to ensure continuance of utilities between tenants.
- Provide us with any manuals, warranties, etc. for all major appliances.



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