Property Transition Document

1. Property Information
2. Utilities (circle all that apply)

Gas Electric Both

1. Included Utilities (circle all that apply)

Trash/ Lawncare/ Electric/ Gas/ Water/ Cable/ Internet

1. Utility Companies (include vendor names)

Electric\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gas\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Water\_\_\_\_\_\_\_\_\_\_\_\_

Trash\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Keys/ Mailbox keys/ Garage Remotes/ Pool Keys/ Shed Keys (circle all that apply)
2. HOA: Yes or NO
3. Pets: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Home Warranty: Yes or NO

Warranty Company\_\_\_\_\_\_\_\_\_\_\_\_\_

Warranty Expiration\_\_\_\_\_\_\_\_\_\_\_

Policy Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number\_\_\_\_\_\_\_\_\_\_\_\_

1. Property Description

Year Built\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Square Feet\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beds\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Baths\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appliances Included\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stove: Gas or Electric

1. Laundry Room or Laundry Connections\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Filter sizes and number of filters\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Insurance - Add Hunter Property Management as additionally insured
4. Who will Mow the yard until home is rented? I will or Hunter
5. Tenant information (if applicable)
6. Names of all tenants & Cosigners
7. Address – Unit Specific
8. Contact Phone Number &/or Email
9. Social Security Number
10. Date of Birth
11. Emergency Contact Information
12. Application File (screening, license photo, etc.)
13. Lease information
14. Lease Agreement
15. Tenant Ledger (historical and current balance with deposits paid)
16. Tenant and/or Property Rent Roll
17. Rental Amount – including pet rent and utility charge-back amounts
18. Security, Pet, Utility, etc. Deposits Held
19. Any Addendums, Amendments or Exceptions Made to the Lease