

# Showcase

Property Management  
*Turning Silver to Gold*

## PREPARATION PROPERTY CHECK LIST

**\* APPROX. ANNUAL RENT EXPECTATION**

**\*LIST UTILITIES THAT NEED TO BE CHANGED:**

Electricity \_\_\_\_\_

Water \_\_\_\_\_

Garbage-Pick up day \_\_\_\_\_

Cable \_\_\_\_\_

Gas \_\_\_\_\_

Other \_\_\_\_\_

**\*SMOKE DETECTORS**

Working with new batteries/1 per room and in hallways \_\_\_\_\_

**\*PROVIDE COPY OF CURRENT INSURANCE**

**\*KEYS FOR ALL UNITS**

**\*FORWARDING ADDRESS AND PHONE NUMBERS**

**\*GARDENER SERVICE INFORMATION**

Name, number and day schedule \_\_\_\_\_

**\*APPLIANCE MANUALS/WARRANTY INFORMATION**

**\*ANY MISC. INFORMATION NEEDED** \_\_\_\_\_

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