

Property Management Owner Checklist



✉ Documentation

- Copy of Owners Driver's License
- Electronic copy of the HOA Rules & Regulations (if the property is located within an HOA)
- Insurance COI (Certificate of Insurance) **showing Brick & Mortar Properties LLC as "additionally insured" or "Additional Interest"**. Liability at min. of \$500,000 Contact your insurance agent and make this request, send an electronic copy to your property manager.
- Owner statement will be emailed monthly, provide email address. (Video tutorial on how to read the owner statement: <https://www.loom.com/share/cc9e67a495e34ca5b04d7d06a9d5c4c8>)
- Owner distribution will be sent via ACH (direct deposit) payments are made directly into a checking, savings or money market account (please provide a voided check or image of a voided check and indicate if it is a checking, saving or money market account)
- Set up fee (\$200) and Owner Reserve (\$500) *will be withheld from the first month's owner distribution.*

✉ Keys and manuals

- House Keys: 3 sets (2 will go to the new tenant, 1 will be retained by us). If the property is occupied by tenants, please provide us with 1 key.
- Garage Remotes: Please place 2 working remotes in the kitchen drawer closest to the refrigerator.
- Leave operation manuals for appliances, security systems, thermostats, etc. in the kitchen drawer closest to the refrigerator.
- Pool/Clubhouse (if applicable). Please leave these keys in the kitchen drawer closest to the refrigerator.

✉ Utilities/Landscaping

- Water/sewer/trash: Please indicate who is responsible for the water/trash bill charges, owner or tenant.
- Landscaping: Landscaping requirements can fall on the owner or tenant per the lease agreement. It's recommended that the owner take responsibility for the landscaping to keep the property in top condition. At a minimum, the owner should provide annual bushes and trees trimmed to prevent fire hazards to the property and maintain the property as a whole.

✉ Rent ready condition

We are committed to providing safe, clean, and properly maintained homes to our residents. In order to comply with the **Nevada** Revised Statutes and Brick and Mortar standards, the below items must be completed before we will *advertise* and rent a property.

- Property professionally cleaned and free of trash and debris, inside and outside.
- HVAC system to be in good operating condition, with a new filter installed.
- All mechanical elements including appliances operating as designed.
- Caulking in kitchen and bathrooms shall be clean and free of mildew
- Doors and locks all functioning properly.
- Windows must open, close, and lock properly and window screens be in good condition.

Full Rent-Ready Requirements

In order to comply with both internal and state rental housing requirements, every property must meet the below list in order to be fully advertised and be 'Rent-Ready'

Requirements:

1. Professionally cleaned to 'Hotel Room Clean'
2. Carpet professionally cleaned and looking fresh





3. Painted surfaces fresh with no mis-match touch-up areas. Any repainting must be done corner to corner.
4. All windows must have vertical or mini-blinds
5. No personal property or items in the unit. This includes furniture, knickknacks, toiletries, shower curtains, Kleenex boxes, kitchen or bathroom items, soap dispenser, pictures, etc.
6. No lawn equipment including mowers, tools, etc.
7. Garage floor swept
8. No exterior debris
9. Lawn cut and trimmed
10. Landscaping fresh and clean
11. Carbon monoxide detectors installed within 15 feet of each bedroom. ONLY wall mounted, NO plug-in units.
12. Smoke detector on each floor
13. Smoke detector in each bedroom
14. Back sliding door must have vertical blinds
15. All light bulbs working
16. Doors open & close smoothly and doorstops installed on all doors
17. Bathroom caulking must be fresh and free of any mildew
18. All mechanical components working as designed. Includes HVAC, plumbing and electrical systems, kitchen appliances, laundry appliances, sump pumps, water softeners, sprinkler systems, swamp coolers, gas fireplaces, water filtration systems, etc.
19. Safety railings secure
20. Exterior window wells require covers
21. No draperies on windows
22. All windows should have screens

This list is not meant to cover each and make-ready required item, but it does list some of the most important and often overlooked.

*We are happy to coordinate with getting the property in rent-ready condition with our verified and trusted vendors for a project management fee.

✉ If currently tenant occupied

- Tenant Name, phone number, email address
- Current Lease, Pre move-in photos, move-in checklist signed by the tenant, inspection reports
- Tenant Security Deposit

✉ Defining wear and tear vs. damage

As a landlord, when it comes to security deposit reconciliation and returning full or partial security deposits to tenants, a State's security deposit laws are rather specific. The cost of normal wear and tear must be charged to the property owner versus withheld from the tenant's security deposit.

It is important to know what is considered normal wear and tear versus what is tenant-responsible property damage.

What is Normal Wear and Tear?

Normal wear and tear refers to the natural deterioration that occurs in your rental property over time. As months go by, floor tile may not shine as it once did, window screens will become weathered, blinds will become brittle and carpet will develop noticeable traffic patterns. That is normal and all are considered ordinary wear and tear.



Here are common examples of normal wear and tear:

- Light scuff marks or small nail holes in walls that can be easily patched
- Faded paint, peeling paint, cracks or minor scratches on floors from normal use
- Worn carpet traffic patterns or minor permanent stains
- Loose cabinet handles or sticky drawers
- Wearing of the finish on bathroom fixtures
- Scratched/scuffed countertops
- Tiles with loose/worn grout
- Slightly broken tiles
- Rusty shower knobs and faucets
- Loosened door handles

None of these issues are caused by tenant negligence or abuse.

What is Excessive Property Damage?

Excessive damage is the outcome of tenant abuse. This type of damage is not a result of reasonable wear and tear from normal usage.

Here are a few common examples of tenant caused damage:

- Missing door locks and doorknobs
- Broken toilet seat
- Broken windows
- Heavily stained carpets
- Doors torn from their hinges or missing
- Heavily scratched/gashed floors
- Chipped countertops
- Broken fixtures

What Is the Life Expectancy of Features in a Rental Property?

Plush Carpeting	5 Years
Interior Painting- Enamel	5 Years
Tiles/Linoleum	5 Years
Quality Window Shades, Screens, & Blinds	3 Years

What Landlords Should Know About Rental Property Life Expectancy Projections:

Not all home items or fixtures are created equal. Some are designed with longevity in mind, while others are designed to appeal to bargain hunters. While HUD guidelines can serve as great benchmarks for general items, it's always beneficial to check the manufacturer recommendations. This can help you determine what the normal lifespan for any property items should be. Keep in mind these recommendations are often for single-family homeowners, a steady turnover of renters using the items may impact its life expectancy.

With this information in mind:



- Consider the quality of installations when choosing fixtures, carpeting, and appliances.
 - Landlords might benefit from choosing a midline product instead of the top-of-line or bargain counterparts.
- This will ensure longevity and style (attracting tenants and helping your tenants have a better quality of life in your rental) while ensuring you are not paying too much for items that will need to be replaced relatively sooner than the manufacturer suggests.
- However, when calculating the lifespan for the tenant's security deposit disposition, it is standard practice to use the HUD-recommended guidelines as a calculation for depreciation.

Optional Tenant Insurance Policy
Scheer Landlord Protection Benefits
www.surevestor.com

Rent with Confidence Guarantees

- Malicious damage coverage up to \$35,000
- Loss of rent coverage
- Eviction costs, sheriff fees, legal expenses