

PROPERTY ADDRESS
OWNER

NAME _____

PHONE _____

EMAIL _____

NEW MANAGER

NAME _____

PHONE _____

EMAIL _____

EFFECTIVE DATE _____

HOA
 YES NO

COMPANY _____

MANAGER _____

PHONE _____

EMAIL _____

KEYED MAILBOX
 YES NO

NUMBER _____

LOCATION _____

GARAGE DOOR OPENER
 YES NO

POOL / CLUBHOUSE
 YES NO

UTILITIES FOR PROPERTY

 WATER CITY WELL

 SEWER CITY SEPTIC

 FIREPLACE NONE WOOD

 GAS ELECTRIC

UTILITIES TO BE TRANSFERRED
These utilities are currently in Augusta Rental Homes' name, and must be transferred to new management.

 WATER YES NO

COMPANY _____

SCHEDULED SHUT OFF _____

 ELECTRICITY YES NO

COMPANY _____

SCHEDULED SHUT OFF _____

 GAS YES NO

COMPANY _____

SCHEDULED SHUT OFF _____

DELIVERABLES
To complete the off-boarding process, Augusta Rental Homes will deliver the following items to the new management:

- KEYS FOR THE PROPERTY / UNIT
- KEYS FOR THE MAILBOX
- GARAGE DOOR OPENER
- KEYS FOR THE POOL / CLUBHOUSE
- CERTIFICATE OF PROPERTY INSURANCE
- CURRENT LEASE
- CURRENT TENANT REPORT
- CURRENT TENANT LEDGER
- SECURITY DEPOSIT CHECK
- PRE-PAID RENT CHECK
- RENTERS' APPLICATIONS

- _____
- _____

NOTES: