**Concord Property Management, LLC**

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 **Property Owner Checklist**

To ensure a smooth transition of your property to Concord Property Management, please be sure we have the following items:

\_\_\_\_\_\_\_\_ Current Lease, if presently rented. If a tenant is already in place, we must have all the updated contact information for the tenant such as phone numbers and email.

\_\_\_\_\_\_\_\_ Security deposit, if presently rented. If you are going to hold the security deposit instead of Concord, we need a letter stating that.

\_\_\_\_\_\_\_\_ If your property has had a lead inspection, we must have a copy of the certificate. If you do not have one and your property was built before 1978, it must have one. If you want Concord to take care of this, please let Concord know.

\_\_\_\_\_\_\_\_ Rental Property License for Baltimore County-All smoke detectors must be hard-wired and interconnected. You will also need carbon monoxide detectors. If you want Concord to take care of this, please let Concord know.

\_\_\_\_\_\_\_\_ Property Registration for Baltimore City. If you want Concord to take care of it, please let Concord know.

\_\_\_\_\_\_\_\_ Copy of any condo rules and/or neighborhood covenants.

\_\_\_\_\_\_\_\_ Copies of all keys- this includes mailbox and shed keys.

\_\_\_\_\_\_\_\_ Please discuss water bills and how they are currently being issued and how you would like the water billing statements to be paid.

\_\_\_\_\_\_\_\_ BGE service: Please maintain BGE service on at your property. Upon approval and at time of lease signing, tenant BGE effective date and service account number will be verified with BGE.

\_\_\_\_\_\_\_\_ Please be sure to empty ALL of your belongings, including multiple paint cans from the property. This includes the emptying of sheds, garages, and storage rooms. Please do not assume the tenants will not mind keeping some of your items at the property, they will.

\_\_\_\_\_\_\_\_ While the property is being marketed, if you want Concord to maintain the lawn, please let Concord know.