



## NEW OWNER ORGANIZATION CHECKLIST

Owner:

Date:

Address:

This checklist is an organizational tool to help clients with the onboarding process. These few items are essential to prepare your file. A Zenith Admin Specialist will be in touch to help complete the total package. If there is any information missing or necessary specific to your property our staff will be in touch. If at anytime you have questions do not hesitate to contact us.

### Items Required to Start Management with Zenith Properties NW LLC

- Completely Signed Management Agreement & Addendums
- Copy of ID
- Copy of Void Check (Zenith cannot disburse funds without)
- Completed Property Information Sheet
- Initial Contribution to Client Trust Account:

Total: \_\_\_\_\_

Additional funds may be needed for rent-ready work.

### Items Needed Before Marketing Can Begin

- Appointment with Zenith for Marketing Pictures/Video

### Items Needed Within 5 Business Days of Management

- Provide Keys and Remotes
- HOA CC&Rs & Rules and Regulations

- Proof of Insurance

(Landlord/Tenant policy which lists Zenith as additional insured with a liability limit of \$1 million)

### Zenith to Complete the Following Necessary for Every Home Under Management

- Zenith to Install Permanent Lock Box for Maintenance and Emergencies. (\$55)
- Zenith Vendor to Re-Key All Locks Before a Tenant is Placed & In-Between Tenancies. (Legal Requirement for Safety)



**Bottom Line Guarantee™** – No Revenue, No Fee!



**Happiness Guarantee™** – If you're not happy let us know and we'll make it right. If we can't, we can **credit you that months management fee.** If you want out of the agreement you can cancel at any time without penalty.



**Tenant Placement Guarantee™** – Qualified tenant placed in 27 days or less or No Tenant Placement Fee!



**Good Tenant Guarantee™** – When we approve a tenant with or without a pet, we guarantee the property will be returned damage free. If the tenant security deposit doesn't cover the cost of repair, Zenith will pay to restore it (up to \$1000).

#### Charges Incurred After Tenant Secures Tenancy:

Management Fee\* 10%

Rental Placement Fee\*\* 75% (of first month's rent)

\*Minimum Management Fee \$150

\*\*Minimum Rental Placement Fee \$950

#### Future Charges:

Inspection Fee\*\*\*

Lease Renewal Fee\*\*\*

\*\*\*see Management Agreement section 9; d & e

\*Terms and conditions apply; subject to change, available at [www.zenithpro.com/owners](http://www.zenithpro.com/owners)

**The following items are required (you only need to fill in 1 of the 3 choices below):**

**TENANT OCCUPIED RENT READY**

Please provide Zenith with the following:

- 1. Has change of management notice been served?  Yes  No  
 Date of notice delivery? \_\_\_\_\_ via \_\_\_\_\_  
 Date Zenith management to start? \_\_\_\_\_
- 2. Tenant application & ID  Yes  No
- 3. Tenant rental agreement  Yes  No
- 4. Tenant ledger  Yes  No
- 5. Outstanding maintenance requests?  Yes  No
- 6. Provide copy of keys # \_\_\_\_\_  Yes  No

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OWNER OCCUPIED RENT READY**

- 1. Professional house cleaning (white-glove)  Zenith to schedule  Owner completed  Invoice submitted
- 2. Professional carpet cleaning  Zenith to schedule  Owner completed  Invoice submitted
- 3. Furnace inspected & serviced as needed  Zenith to schedule  Owner completed  Invoice submitted
- 4. HVAC inspection (cleaning / change filters)  Zenith to schedule  Owner completed  Invoice submitted
- 5. Chimney/wood stove inspected & cleaned  Zenith to schedule  Owner completed  Invoice submitted
- 6. CO detector installed & functional  Zenith to install  Owner installed, date: \_\_\_\_\_
- 7. Smoke detectors installed & functional (9V lithium)  Zenith to install  Owner installed, date: \_\_\_\_\_
- 8. Light bulbs in all fixtures matching & functional  Zenith to install  Owner installed, date: \_\_\_\_\_
- 9. Repair holes in walls  Zenith to schedule  Owner completed
- 10. Re-caulking by sinks as needed  Zenith to schedule  Owner completed
- 11. Landscaping during vacancy  Zenith to schedule  Owner scheduled
- 12. Change locks / Install Perm Lock Box  Zenith to install  Owner installed, date: \_\_\_\_\_
- 13. Blinds (sleeping areas/bedrooms)  Zenith to install  Owner installed, date: \_\_\_\_\_
- 14. Utilities (water/sewer, electric & gas remain ON; trash should be canceled)  Owner completed
- 15. Forward mail  Owner completed

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**VACANT RENT READY**

- 1. Professional house cleaning (white-glove)  Zenith to schedule  Owner completed  Invoice submitted
- 2. Professional carpet cleaning  Zenith to schedule  Owner completed  Invoice submitted
- 3. Furnace inspected & serviced as needed  Zenith to schedule  Owner completed  Invoice submitted
- 4. HVAC inspection (cleaning / change filters)  Zenith to schedule  Owner completed  Invoice submitted
- 5. Chimney/wood stove inspected & cleaned  Zenith to schedule  Owner completed  Invoice submitted
- 6. CO detector installed & functional  Zenith to install  Owner installed, date: \_\_\_\_\_
- 7. Smoke detectors installed & functional (9V lithium)  Zenith to install  Owner installed, date: \_\_\_\_\_
- 8. Light bulbs in all fixtures matching & functional  Zenith to install  Owner installed, date: \_\_\_\_\_
- 9. Repair holes in walls  Zenith to schedule  Owner completed
- 10. Re-caulking sinks as needed  Zenith to schedule  Owner completed
- 11. Landscaping during vacancy  Zenith to schedule  Owner scheduled
- 12. Change locks/ Install Perm Lock Box  Zenith to install  Owner installed, date: \_\_\_\_\_
- 13. Utilities (water/sewer, electric & gas remain ON; trash should be canceled)  Owner completed
- 14. Forward mail  Owner completed

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_