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LANDLORD'S MOVING-OUT CHECK LIST

GENERAL INFORMATION:

1. Upon turning your house over to DMS Properties, LLC for property management, it is very important to have everything in order. Be certain that the Property Management Agreement and Exclusive Listing Agreement (if applicable) is completed and signed by all legal owners. It is just as important that the Residential Management Information Sheet be completely filled in and signed. If this is not done, your account cannot be set up properly. Also, be sure you have funded your account with DMS Properties, LLC as outlined in the management agreement, presently \$300.00 plus additional appropriate funds requested on the information sheet.
2. Contact your insurance agent and be sure that your homeowner's policy is amended or converted to the proper fire policy. It is recommended that your insurance be written for replacement cost and that you insure under the "broad form" or "all risk" ... ask your insurance agent. Also, check with your agent concerning vandalism and malicious mischief coverage if your property remains vacant. You may also check with the agent concerning "loss of rents" coverage due to a claim of fire or vandalism, and automatic increases to keep insurance equal to property value.; Be sure that you also have liability coverage, which is known as Owner's, Landlord's and Tenant's insurance. This should be for at least \$500,000.
3. When you are out of the Washington, D.C. area, you should direct all questions relating to the management of your property by letter through postal mail or E-mail. In an emergency, use a telegram, fax or telephone. Remember to send us your home and office telephone numbers and E-Mail addresses when you reach your new destination.

VACATING INSTRUCTIONS:

1. Leave utilities on so that lights can be turned on in bathrooms, hallways, kitchen, etc. Turn water off at main valve. Tenants will be given instructions to have utilities placed in their name upon occupancy, and we shall disconnect utilities for you, requesting final bills.
2. Identify and tag your main water cut-off valve and any interior cut-off valves for outside faucets. Turn these valves off and open outside spigots for continuous drainage. See Paragraph 3 for cold weather variation of valve instructions.
3. During cold weather, set the thermostat at 55 degrees and drain residual water from pipes – close all valves when this has been done. If your home is equipped with oil heat, measure the contents or have it done by your oil delivery service and report to DMS Properties, LLC. It is preferable to leave a full tank of oil.

4. Have two complete sets of keys available for the tenant and identify the keys. In addition, have two extra main door keys for DMS Properties, LLC's key file. Once we have a tenant, we will be having the locks changed in their presence and will do so with each tenant turnover. All exterior doors would benefit from a dead bolt lock and/or peep hole, but no dead bolt locks should be double-cylinder (requiring a key to open from the inside).
5. Leave any operating instructions for equipment and appliances in a kitchen drawer. Placing them in a loose leaf file keeps them together, save and clean.
6. Leave interior and exterior clean and in good repair. Do not leave any personal property, trash, or debris in the property. This includes the basement, garage, attic, closets, etc. Lawns should be cut, bushes trimmed, gutters clear and yard clear of debris.
7. Carpets and fireplace/wood stoves should be professionally cleaned and receipts for the work left with DMS Properties, LLC.
8. Check tile in bathrooms. Be sure that tile is properly set and that grout is in good condition. Be sure that faucets are not dripping.
9. Defrost and clean refrigerator. Set temperature to "low" or "vacation."
10. Check and clean all appliances and fixtures. Pay particular attention to the kitchen, bathrooms and utility/furnace room. Replace or clean furnace filter. It is a good idea to leave a few extra furnace filters for the tenants.
11. Taxes and insurance: In the event you want DMS Properties, LLC to pay real estate taxes and insurance, which are not included in your mortgage payment, you should advise your insurance agent and the proper county or city officials, in writing, where insurance and tax bills are to be sent.
12. If DMS Properties, LLC is to pay your mortgage payments and/or association dues, you will need to sign letters of instruction advising them to correspond with DMS Properties, LLC. We shall provide blank forms, if necessary. Remember, if we pay either or both of these items, our fee is increased to 10% of the monthly rent.
13. Upon leaving, be sure that all windows and doors are closed and locked. Be sure that DMS Properties, LLC has keys to the property.

Please call if you have any questions. We hope your move and stay at your new location will be pleasant.