THE SPECTRUM GROUP

Owners' NEXT STEPS for Renting Your Home

We realize that you have reviewed and signed a number of documents within this agreement. We offer the checklist below as a guide in helping you get started easily in the rental of your home.

PRIOR to getting a tenant –

- o Contact your insurance company
- o Notify your HOA of your intent to rent your home and our management company information.
- o Schedule the cancellation of any unnecessary services for your home (e.g. gas, cable, internet, etc). We only require water and power to support the showing of your home.
- o Schedule a plan for cleaning (if self-cleaning or hiring a company on your own, please ask your property manager for a sample of cleaning guidelines).
- o Schedule a plan for carpet cleaning (if not using our services).
- o Verify, if you have a pool, that it is compliant for safety for your particular city.
- o Prepare a key/opener package for our use. We will need 3 house keys, 2 mailbox keys, 2 garage door openers, 2 gate remotes (if applicable), 1 pool key (if applicable) and any additional keys for the operation of your home (e.g. power box, back door, shed, etc.) If you do not have a mailbox key (for example when you are purchasing a foreclosed home), please let us know as we will coordinate directly with the tenant to obtain one (at your expense).
- o Prepare a list of any "unique instructions" for your home (e.g. use of the appliances, pool, built-in BBQ, etc.). Please send this information us within 10 days of this agreement.
- o Replace any light bulbs, batteries, filters (e.g. refrigerator, RO, A/C, etc.), and salt for the water softener as applicable.

SIGNED LEASE -

- o Schedule all utilities to be turned off in your name.
- o Schedule your landscaping, pool, pest control, etc. to be cancelled in your name if these are NOT services that you are providing as a part of the lease.
- o Contact your insurance company again if needed.
- o Provide your tenants' names to the HOA for their records.

We look forward to working with you! Please contact our team as needed for assistance!

Owner Initials _____   _____