



AROUND THE CLOCK, INC. CRMC[®]

a certified residential management company

How to Help Rent Your Property Faster!



Time Saving Check List for New Landlord

The better the condition of the home, the more rent we can get, the sooner it will rent and the better tenants it will attract.

On the exterior start with cleaning up the yard, weeding the flower beds and pruning if needed. Adding fresh bark adds to the appearance too. Check the gutters, downspouts, roof, deck, patio, fencing and condition of the paint for any needed maintenance. The outside needs to be presentable before we can ever get someone inside to look at the home.

On the interior, professionally clean the carpets. Clean windows, window coverings, appliances, bathroom fixtures, light fixtures and vents. Replace all burnt out light bulbs. Fill in holes and clean or paint dirty walls. Give wood surfaces a good cleaning. Remove outdated wallpaper and paint rooms that are not a neutral color. Replace any worn carpet or vinyl.

Have the fireplace inspected and cleaned if it hasn't been done in the last year. Have the furnace serviced to avoid any expensive cost later.

To save on replacement cost, cleaning or repair work ask us for vendors we recommend. These expenses will be tax deductible.

If you plan to occupy the property until it is rented, put away expensive items you don't want others to see. Get rid of items you don't want to take with you. The fewer items in the home the more spacious it will look.



Amenities Help Rent The Property Faster

- Refrigerator is a Must
- Washer/Dryer may be useful
- Vertical Vinyl Blinds are best on sliding glass doors
- Garage Door Opener will make the home more appealing
- Gas Heat is economical
- Air Conditioning adds value
- Fenced Yard adds value
- Consider allowing pets. It makes the property available to more people

We do our best to ensure \$uccess

- Contact Your Insurance Company** to change your policy to a Fire, Hazard and Liability Landlord policy. Also, add Around The Clock, Inc. CRMC[®] as additionally insured.
- Contact the Electric and Gas Companies** to arrange for a closing bill and to set up service between tenants. Give your Property Manager's name and phone number for a contact person and our mailing address for future billing.
- Contact the Water and Sewer District** to leave the billing in your name and add our company mailing address. Give them your Property Manager's name and contact information.
- Make Extra Keys** so you have a set, the Property Manager has a set and the tenants can have two sets. That's four sets total.
- Give Your Neighbors your new Property Manager's Business Card** so they can call him/her in case there is an emergency.
- If you live in a condo or HOA** make a copy of your CC&R's, and/or Rules & Regulations for your Property Manager so we can give copies to the tenants.
- Give your Homeowners Association Manager or Board** your new mailing address and the name of your Property Manager with his/her contact information.