

Toussaint Property Management

CHANGEOVER CHECKLIST (Owner)

TPM will not assume management responsibilities until all of the below items that apply are completed

- Complete a Property Description form for each property & each unit if they differ in any way
- Provide a summary report of the current tenant names, addresses, phone numbers, rent amount, security and pet deposit amounts, lease termination dates, and any past due rent or fees
- Provide and label all keys and garage remotes as to the property and doors they open
- Provide tenant files to include: all leases, applications, and other paperwork for each tenant for each property and each unit
- Provide a list of current vacant units
- Provide a list of upcoming openings
- Provide a list of all properties that require the owner to provide yard care. If owner plans to continue with existing yard care provider, TPM needs a copy of their responsibilities as well as costs. Also, notify current yard care provider to send bills to: (only if applicable)

Owner Name,
C/O Toussaint Property Management
P.O. Box 953
Lewiston, ME 04243

- If TPM is to select a yard care contractor, TPM requires owner approval for level of service and costs
- Provide a list of names and addresses for vacating or vacant units that require TPM to perform an 1)Itemized Deposit Statement, 2) any unit that requires any form of maintenance.
- Owner to put Brian Toussaint on account CMP Power: 1-800-686-4044
- Owner to put Brian Toussaint on account for Northern Utilities: 1-800-552-3043
- Owner to put Brian Toussaint on account for City of Lewiston:207-784-2951
- Provide TPM with a list of all utility providers, such as water, sewer, trash, gas, and electricity. This list should also specify if this utility is a tenant or owner responsibility to pay. City of Lewiston, 207-784-2951.
- Utility companies will not allow TPM to change billing address. Owner must call utility

