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

companies and change billing address to: (only if applicable)

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- Is the property governed by an association? If yes, provide name, address, phone number, and due amounts for the association
- Provide a list of all units that are associated with any Housing Assistance programs. Buyer and Seller must complete a change of ownership form and submit to LHA prior to closing.
- Provide a list and map of all assigned parking
- Return signed management agreement
- Open bank account at TD Banknorth with a minimum balance of \$500.00 in the OWNERS name with Brian Toussaint as a co-signer. Provide TPM with a checkbook associated with the account.
- OTHER: Please provide any other information that might be of value to TPM. Ex. Any units that have there own little problems that might prevent future problems such as water leaks or electrical problems, problem tenants such as loud tenants or tenants that don't pay on time, etc.
