



New Tenant Checklist

Hello! So you're planning to lease your condo? Here's a list of items that will help you make the transition smoothly.

First, if you have leased your condo before and you're going through a tenant transition, don't forget to:

- Recoup pool and garage door keys from the former tenant.
- Remind former tenant to change their mailing address.

Second, prepare your new tenants as they move into our community:

- Inform your next door neighbors about the upcoming change.
- Change locks! This is required by law.
- Inform management of full names of occupants plus their phone numbers and emails.
- Requirement by the HOA: Provide a physical copy of the rules and regulations and patio guidelines.
- Provide tenants with our website address and Facebook group.

- Instruct new tenants on trash and recycle days.
- Inform tenants about landscaping days.