

## GETTING STARTED CHECKLIST

### INSURANCE:

- Proof of existing building and general liability insurance policies for property and Titan Property Management listed as additionally insured

### KEYS:

- A front door key (for each unit if multiple units)
- Any additional keys needed: \_\_gate, \_\_gym, \_\_clubhouse, \_\_pool, \_\_other(s): \_\_\_\_\_
- Master key to the building (*if applicable*)
- Keys to the utility room, meter room, boiler room, etc. (*if applicable*)

### TENANT INFORMATION:

- Current tenant list (including home address; home/work/cell phone numbers; e-mail address)
- Copies of all leases, move-in inspections, applications, etc.
- Description of current parking arrangements (*if applicable*)

### VENDOR INFORMATION:

- List of current utility accounts (electricity, gas, etc.) and their respective account numbers
- Copies of current vendor contracts (i.e. Laundry, pool, landscaper, etc.)
- Has the building's fire alarm been tested recently? Is it connected to central station? (If yes, please provide the name, address and phone number of your central station vendor.) (*if applicable*)

### FINANCIAL:

- Reserve Funds: \$\_\_\_\_\_
- Tenant Security deposits
- Accurate breakdown of delinquent tenants, including how much they owe and for which months
- Owner Tax ID number or Social Security number.

*\*If any of these items are missing, we will work with you to gather them or reproduce them so that you will have a complete record of documents pertaining to your property for future reference and protection.*