

OWNER'S CHECKLIST

Utilities/Services

- Utility companies only allow owners to change billing addresses. Owner must call utility companies(water, sewer, trash, electric, and gas) and change the billing address to Owner Name, C/O Morgan Property Management(PM), 3905 Rose Hill St., Boise, ID 83705. (208) 996-8888. If email requested: OFFICE@MORGANIDAHO.COM
- Complete continuous service agreement with Idaho Power (208) 388-2323
- Complete continuous service agreement with Intermountain Gas (208) 377-6840
- Provide a list of units that require the Owner to provide lawn care. If Owner plans to continue with existing lawn care provider, provide a copy of their responsibilities and costs. Also notify current lawn care provider to send bills to Owner Name, C/O Morgan Property Management, 3905 Rose Hill St., Boise, ID 83705
- If Morgan Property Management to select a lawn care contractor, Owner approval of level of service and costs required.

Insurance / Current Information

- Complete a Property Description form for each property if they differ in any way
- Return signed Management Agreement
- Return W-9
- Provide VOIDED check to receive rental proceeds via direct deposit
- Add Morgan Property Management, Inc. as ADDITIONAL INSURED(not additional interest) within 15 days of effective contract date and provide a copy of certificate of insurance.
- Provide and label all keys and openers as to the property and doors they open
- Provide a list of out-buildings including mailboxes,storage,garages and identify which are yours
- Provide tenant files including all applications, leases, and other paperwork for each tenant in addition to a summary of current tenant names, addresses, phone numbers, rent amounts, security deposits, lease termination dates, and any past due rents or fees.

Security Deposits / Upcoming Tasks

- For any occupied properties, deliver matching security deposit funds to Morgan Property Management
 - Provide a list of vacant units and which require cleaning - carpet or general
 - Provide a list of upcoming openings
 - Provide a list of names and addresses for vacating or vacant units that require an itemized deposit statement.
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- Return this form with all items marked completed or 'N/A' as appropriate

Morgan Property Management, Inc.

www.MorganIdaho.com

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