

OWNER'S CHECKLIST

Utilities/Services

- For any owner-responsible bills **that won't be billed to future tenants**, owner must contact companies (most commonly HOA, irrigation taxes, and city billings) and change the billing address to Owner Name, C/O Morgan Property Management (PM is acceptable), 7150 W Potomac Dr., Boise, ID 83704. (208) 996-8888. If email requested: ACCOUNTING@MORGANIDAHO.COM
- 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, 7150 W Potomac Dr., Boise, ID 83704
- If Morgan Property Management to select a lawn care contractor, Owner approval of level of service and costs required.

Insurance / Current Information

- Property Description / Maintenance Elections at morganidaho.com/newproperty
- 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. Insurance agent should notify us of completion.
- Provide and label all keys and openers as to the property and doors they open

Security Deposits / Occupied Properties

- Deliver matching security deposit funds to Morgan Property Management
 - 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.
 - Provide a list of recently vacated 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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OFFICE@MORGANIDAHO.COM