



## Owner Managed Property

Property Address: \_\_\_\_\_

### Outline of Landlord Management Duties

#### Between Tenants

1. Keep the grass mowed and the flower beds tidy.
2. Maintain operational Utilities to include Water, Electric and Gas.
3. Maintain the function of ALL smoke detectors and carbon monoxide detectors.
4. Maintain the cleanliness of the property for showings and make timely repairs as needed.
5. Maintain the operation of all appliances.
6. Assess and repair damages, if any, to the property that are beyond normal wear and tear and complete Tenant's security deposit itemization within 30 days of Lease Expiration or Tenant's fulfillment of their rental obligations, whichever is sooner.

#### Prior to Tenants Move in

1. Professionally clean carpets.
2. General cleaning including, but not limited to, appliances, baseboards, windows and sills.
3. **Replace batteries in ALL smoke detectors and carbon monoxide detectors...required by NC Real Estate Law.**
4. Paint as needed.
5. Trim bushes, trees and refresh mulch. Clean gutters.
6. Implement all agreed upon Tenant requests on the Rental Contract and follow up to ensure the work is completed.

#### At Move in, Provide the following to your New Tenant

1. 3 Keys to the property ... Please make sure you keep a complete set of keys for yourself.
2. Pool Keys or passes, if applicable.
3. Mailbox Key, mailbox location or number, if applicable.
4. Copy of HOA rules and regulations.
5. Garage door openers and codes for entry or a security system in the home.
6. Operational manuals for appliances, security system, thermostats, etc...

#### General Management Duties

- Maintain a list of preferred vendors for your property's maintenance.
- Provide your Tenant an emergency contact that is someone other than yourself ... please do not use your Block agent.
- Landlord is responsible for Rent collection and any Tenant related legal proceedings.
- Landlord is responsible for settling disputes with Tenant.
- Replace all filters (e.g. HVAC, refrigerator, water)
- Provide your Block & Associates Relocation agent with your new address, all telephone numbers and email address(es).
- Contact your insurance agent to arrange for the appropriate Landlord insurance policy.
- **Provide and install operable smoke and carbon monoxide detectors on each level of the home...required by NC Real Estate Law.**

\_\_\_\_\_  
Landlord

\_\_\_\_\_  
Date

11-09

