

Blue Sage Realty, Inc, CRMC®

Checklist for New Owner

1. Property management agreement: signatures
2. Brokerage addendum: signatures
3. Lead based paint forms: required by us if it's older than 1979
4. W-9 form: fill out, sign
5. Insurance letter: fill out, sign
6. Maintenance request list (repeating annual items you may or may not want)
7. Automated payments (optional): fill out, add voided check & sign
8. Property checklist: fill out the top half, the bottom half is optional (we can do it for you)
9. Check for \$200.00 to open your account. These funds may be used for advertising and other small items, while you are on the market.
10. Keys
11. HOA rules and regulations, if applicable.
12. Xcel form for automatic turn on
13. City of Westminster registration form, if applicable
14. _____

If currently rented:

1. Lease, application and move in forms
2. Contact information for current tenants
3. Tenants' security deposit
4. _____

Some initial things that we will be doing:

1. If vacant:
 - a. Visit the property
 - b. Confer with you regarding condition
 - c. Change the water bill to our office
 - d. When rented, we change the Xcel and water to the tenants
2. If occupied:
 - a. Visit the property and the tenant
 - b. Confer with you regarding condition
 - c. Sign new lease, if possible
3. If putting it on the market
 - a. Confirm rental rate with you
 - b. Take marketing pictures
 - c. Enter listings
 - d. Put up sign & lockbox

Please deliver the items to: Kathryn MacGeraghty
Blue Sage Realty
8471 Turnpike Dr #220
Westminster, CO 80031

Thank you for using Blue Sage!

Blue Sage Realty Property Checklist

Name: _____ Phone: _____

Address: _____ Cell: _____

_____ Email: _____

Property Address: _____

HOA Contacts: _____

Insurance Contact: _____ Insurance #: _____

Rented currently? YES NO

Type of property: _____

Lease length: _____ months Cats: YES NO Big dogs: YES NO

Small dogs: YES NO Smokers: YES NO Desired Rental amount: _____

Owner pays which utilities: Water: YES NO Gas/Electric: YES NO Garbage: YES NO Day? _____

Location of mailbox: _____

Interior

Number of bedrooms: _____ Number of baths: _____ Number of levels: _____

Square feet: _____ Community Amenities: _____

Basement: YES NO Finished: YES NO Walk Out: YES NO

Type of heat: Forced Gas Hot water Electric Other _____ Fireplace? _____

Type of air conditioning: AC Swamp None

Type of flooring (wood, carpet, tile, lino, or???)

Entry _____ Bedroom _____ Kitchen _____ Bath _____ Living _____

Windows: Double Paned? Storm Windows? Window Coverings _____

Oven: Electric Electric/Self Cleaning Gas Gas/Self Cleaning Other _____

Washer/Dryer: Hookups Included On Site Full Size Stacked

Dining: Separate Dining/Living Eat in Kitchen Breakfast Bar

Kitchen: Refrigerator Microwave Disposal Dishwasher Wheelchair Accessible

Parking: _____

Type of exterior: _____

Yard: YES NO Fenced: YES NO Sprinkler system: YES NO

Open Space Backs to Open Space Extra Storage RV Parking Views _____

Year built: _____ Year renovated: _____

Items needing immediate attention: _____

Items needing attention within a year: _____

Schools: District _____ Elementary _____

Middle/Jr High _____ High School _____

Please list features that make your property unique: _____

Blue Sage Realty, Inc, CRMC®

Maintenance Request List

Property Address: _____

Fall Activities

Our annual interior check (smoke detectors, plumbing, heater filters, general cleanliness) is at no charge to you. The following items, if checked, may involve a vendor charge. By batching all of my properties, there should be substantial savings, however.

- Gutter cleaning
- Blowing out sprinklers
- Exterior water turn off
- Shut down swamp cooler
- Service furnace
- Fertilization
- Other: _____

Spring Activities

The following items, if checked, may involve a vendor charge.

- Gutter cleaning
- Setting up sprinklers
- Water turn on (only if it is difficult for the tenant to do)
- Setting up swamp cooler
- Service air conditioner
- Fertilization & weed control
- Other: _____

Summer Activities

The following items, if checked, may involve a vendor charge. Irregular drive-by's are at no charge. We don't normally send you a report, but do write the tenants if the yard isn't looking good. Tenants receiving 2nd violations get professional gardening services, at their expense.

- Fertilization
- Aeration
- Other: _____

Date: _____

To: _____

RE: Additional Insured on Policy # _____

Property Address: _____

To whom it may concern,

Please be informed that Blue Sage Realty, Inc. is managing the property located at the address above.

Blue Sage Realty, Inc. is requiring that, upon our signing of the Residential Property Management Agreement, they be listed as an additional insured on our policy and a copy be sent to them at:

Blue Sage Realty, Inc
8471 Turnpike Dr #220
Westminster, CO 80031

Should you have any questions or concerns regarding this matter, please feel free to contact me at anytime.

Sincerely,

Telephone # _____