

# 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 2<sup>nd</sup> 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 # \_\_\_\_\_