



Please complete this list before we manage your home.

Onboard Checklist

- ✓ Sign Paperwork
- ✓ Fund \$500 Reserve
- ✓ Provide all Keys and Remotes
- ✓ Provide Proof of Landlord Insurance

Sign Paperwork

- We recommend signing at least 2 weeks before the home is vacant.

Fund \$500 Reserve

- This is not a bill. Reserves are used for expenses and maintenance. Any unused funds remain in your account.

Provide All Keys and Remotes

- Single key access is required (One (1) key should open all doors).
- Three (3) copies of the house and mail key and two (2) garage remotes.
- If keys or remotes are missing, copies may be made during the rent ready inspection.

Landlord Insurance

- Provide Landlord Liability Insurance with:
 - \$1,000,000 of liability coverage
 - Mesa Properties listed as an **additional insured**.
- If Insurance is not provided, the property will be automatically enrolled in our Master General Liability Policy for \$18.83 per month