

This is not a Colorado Real Estate Commission approved form. The same was reviewed and approved by KENNETH E. DAVIDSON, attorney for Premier Real Estate Group.

PREMIER REAL ESTATE GROUP
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Property Management (719)955-5342 - E-mail: premier@rentsprings.com

IN-PROCESSING CHECK LIST

1. Has the Owner been informed of the necessity of having the Homeowners Insurance converted to a Fire & Extended Coverage Policy with PREMIER Real Estate Group named as additional interest? We will need a copy of the policy reflecting the Insurance Company, Agent, Phone Number and Policy Number in the event of a claim. The following is a partial list of recommended inclusions:
 1. Fire & Extended Coverage (Broadform)
 2. Personal Property-recommended minimum coverage of \$1,500.00
 3. Loss of Rent due to catastrophe
 4. Vandalism – normal coverage is good for thirty (30) days after accident.
 5. Recommended \$1000.00 deductible
2. Has the Owner been asked to leave as few items of personal property as possible at the property?
3. Has the Owner been advised that Premier Real Estate Group maintains a maintenance reserve of his money at all times? (Requested by Colorado Real Estate Commission)
4. Has the Owner been advised of the possibilities of having to re-seed, re-paint, and re-carpet the property if he/she is gone an extended length of time? (More than three years)
5. Has the Owner been given business cards to give to neighbors in the event of problems and told to call us as soon as possible if problems arise?
6. Has the Owner been advised of eviction proceedings and attorney's costs incurred when the necessity arises? Simple evictions are currently \$ 375.00
7. Has Owner been advised that Premier Real Estate Group pays for Demands served on Tenants?
8. Has the Owner been advised that tenant deposits are held in an interest bearing trust account? Any interest earned on such deposits is held by Premier Real Estate Group.
9. Has the Owner been advised of our minimum 12 month lease requirements on all rental properties unless the Owner desires otherwise? (During winter months we would offer 6-9 month leases.)
10. Has the Owner been advised that Premier Real Estate Group needs two full sets of keys to the property?
11. Has the Owner been advised to leave the utilities on (including water, gas, and electric)?
12. Has the Owner been advised that he will be required to maintain the appliances, heating system, water heater, electrical, plumbing, sewer systems, and water lines?
13. Has the Owner been advised that we will incorporate his property into our blanket liability policy (coverage of \$1,000,000)? There will be a charge to his account each year (estimated at \$45-\$85, actual amount is based on monthly rental amount). The blanket liability policy would be in addition to the Owner coverage.
14. Fees:
 - A. For Leasing, Lease Renewal and Management: 10% of the agreed full rental amount on the property. The Agent shall deduct said fee from the rental amount per month. The first month rent may be prorated but the fee will be based on the full rental amount.
 - B. Insurance Claim-Administrative Charge of \$25.00 minimum, \$500.00 maximum depending on extent of damages.
 - C. Advertising: Owner to pay \$125 per calendar month while house is being advertised.
 - D. Pet Rent: If the Agent institutes a pet rent charge to the Tenant, owner agrees for Agent to retain 100% of the fee.
15. Has Owner been advised to notify the County Assessor of his forwarding address?
16. Has Owner been advised that monthly operating statements and direct deposits are sent to him on or about the 19th of each month?
17. Has the Owner heard about the Second Nature program in which the Tenant is billed to have HVAC filters delivered at regular intervals?
18. Has the Owner been advised that showings on vacant properties are done by checking out keys to individuals with a current, valid ID or through an unaccompanied showing coordination service such as Tenant Turner where a lockbox code is generated and given to a prospective tenant?
19. Has the Owner been informed that for possible tax deductions, Owner should consult with a CPA or tax professional?

Owner

Owner

Agent, Premier Real Estate Group