

# ***MANAGEMENT TRANSITION GUIDE***

## A Checklist to Help Us Work for You

GIVE Wilkinson PM your:

- Availability date
- Your new address & phone numbers
- 2 sets of mailbox keys
- Parking passes
- HOA/Condo rules
- A check for preparation work (if work is needed)
- Email address
- 4 sets of door keys
- Garage door openers
- Security alarm codes

UTILITIES: Leave accounts in your name. CHANGE the mailing address to  
***PO Box 30003, Alexandria VA 22310.***

CHANGE your insurance to a “fire & liability” policy. Add “rent replacement” coverage.

File a Form R-5 with the Department of Taxation in Richmond if you are not a Virginia resident. Taxes are due only on profits from the rental property in Virginia.

CHANGE mailing address to Wilkinson PM for your:

- Homeowner’s or Condo Association
- Termite/pest contractor
- Any other service or organization we need to monitor or work with
- Lawn service
- Furnace or a/c contractor

TAG or MARK

- The main water shut-off
- Outside water faucet shut-off valves
- Gas shut-off valve
- Circuit breakers

BUY a box of furnace filters & MARK location of filters.

PERFORM MAINTENANCE (or include cost of items in check to Wilkinson PM)

- Caulk tubs and showers
- Be sure all light bulbs and switches work
- Be sure there is a smoke detector on each level
- Install a carbon monoxide detector if you have a gas/oil service
- Cut grass & trim shrubs
- Have house cleaned
- Have house painted as needed
- Schedule professional cleaning for carpet