



Property Management

Helpful Information

Property Address: _____

UTILITY COMPANY NAME :

PHONE NUMBER :

Gas: _____

Gas: _____

Water: _____

Water: _____

Trash: _____

Trash: _____

We will need copies of keys/remotes for:

Security Door: _____

Garage Opener _____

Front Door: _____

Mail Box: _____ Box# _____

Trash: _____

HOA Keys/Fobs: _____

Forwarding Address:

Other Helpful Information:

Trash company scheduled days:

Current Gardener name, phone number, days scheduled:

Pool Service name, phone number, days scheduled:

Pest Control Company name, phone number, days scheduled:

Repairman name phone number:

Home Warranty Company, Policy Number phone number:

HOA Name, Phone number:

LOCAL SCHOOLS:

LOCAL PARKS:

Pre-school: _____

Elementary: _____

Middle: _____

High School: _____



Property Management

Home Owner Foreclosure Addendum

I hereby acknowledge that my property _____
is not in the process of foreclosure. If my property goes into foreclosure, I agree
to notify Reliable realty Inc. immediately upon Notice of Default receipt.

I also authorize the return the return of the security deposit to tenant and agree
that all managment fees to Relable Realty Property Managment will be paid.

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Leasing Agent Signature: _____ Date: _____

Homeowner Pre-walk Through Expectations

The following is a list of expectations that must be met and fulfilled in order for Reliable Realty Property Management to list and show your property to prospective tenants. It is imperative to market your investment in the best light to maximize your income potential for the property. We do recommend all owners consider purchasing a home warranty.

Please acknowledge you have received Home Warranty pamphlet by initialing here:

X: _____ Date: _____

X: _____ Date: _____

~House should be professionally cleaned including:

- Carpets professionally cleaned
- Cupboards and drawers wiped out
- Windows & blinds cleaned

~Yard to be landscaped and maintained:

- Yard to be free of any animal droppings
- Sprinklers checked and in working order

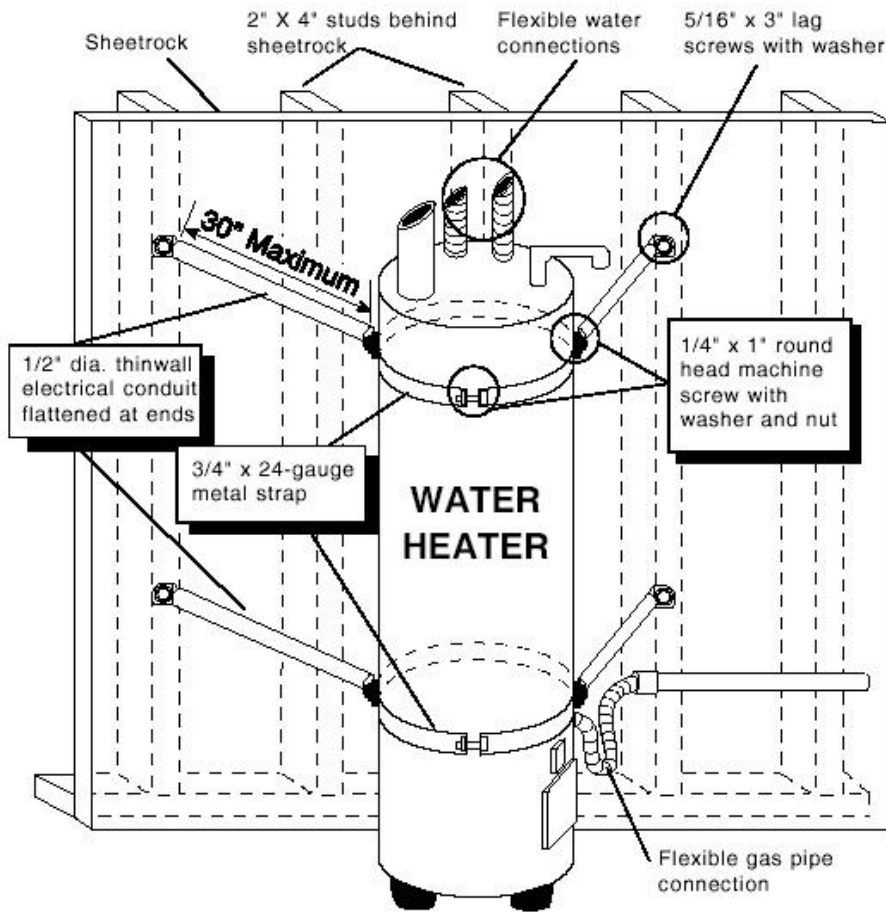
~All appliances should be cleaned and in working order

~Fresh paint/touch up on walls and there should be no holes.



RELIABLE REALTY

Property Management



Water Heater Properly Strapped

Property Address: _____

Owner Signature: _____

Owner Signature: _____



California Law on Carbon Monoxide Detector Requirements

In May 2010, the state of California enacted a law requiring home owners to install carbon monoxide detectors in their homes. Although the bill was signed into law in 2010, California residents must have carbon monoxide detectors in their homes as of July 1, 2011; this timeline applies only to single-family homes that have appliances that burn fossil fuels or homes that have attached garages or fireplaces. For all other types of housing, such as apartments and hotels, detectors should be in place as of January 1, 2013. Types of fossil fuels include wood, gas and oil.

According to the senate bill (see act posted below), the detector must sound an audible warning once carbon monoxide is detected. It also must be powered by a battery, or if it is plugged in, have a battery for backup. The detector also must be certified by national testing labs, such as Underwriters Laboratories. The packaging on the carbon monoxide detector will state this. If the CO detector is also a smoke detector, it must still meet the above standards and sound an alarm that is different than the smoke alarm. Carbon monoxide detectors typically can be purchased for about \$20 and up. Appraisers are required to be knowledgeable of all state and local requirements. To avoid re inspection fees please be aware that you should notify your real estate agents, sellers and borrowers on refinance transactions that the appraiser may be calling for the carbon monoxide as a repair item on the appraisal report, as they do smoke detectors. California Carbon Monoxide Poisoning ,Prevention Act Posted: September by CBPA The California Apartment Association has put together the following alert to help managers of residential properties deal with SB 183 recently signed by the Governor.

California's Carbon Monoxide Poisoning Prevention Act of 2010 requires that all residential property be equipped with a carbon monoxide detector when the property has a fossil fuel burning heater or appliance, fireplace or attached garage. All single-family homes (owner or tenant occupied) must be equipped with at detector on or before July 1, 2011. All other residential units must be equipped with a detector on or before January 1, 2013.

The carbon Monoxide detector must be operable at the time tenant takes possession. A tenant is responsible for notifying the owner or owner's agent if the becomes aware of an inoperable or deficient carbon monoxide detector within his or her unit. The owner or owner's agent must correct any reported deficiencies in the carbon monoxide detector and will not be in violation of this section for a deficient or inoperable carbon monoxide detector when he or she has not received notice of the defecincy or inoperability.

Owner Signature: _____

Owner Signature: _____

NON Acceptable Pet Breeds

Reliable Realty Inc. CANNOT accept the breeds listed below for liability & insurance purposes to the owner and to us as a real-estate company.

- **American Pit Bull**
- **American Staffordshire Terrier**
- **American bulldog**
- **Staffordshire Bull Terrier**
- **Akita**
- **Canary Dog**
- **Chow**
- **Japanese Akita**
- **Presa Canario**
- **Inu**
- **Perre de Presa Canario**
- **Dogo Arrgentino**
- **Jindo**
- **Bull Terrier**
- **Miniature Bull Terrier**
- **Alpha Blue Bulldog**
- **OR any dog that has biting history**

We strongly suggest not accepting the breed listed above. If you as the owner want to accept any breeds listed above we will need a waiver releasing Reliable Realty Inc. from any liability incurred by the pet and its behavior.

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____



Time is of the essence

Property Address: _____

When Reliable Realty is taking over Property Management, the tenant might experience leaks, AC/Heater malfunctions, Garage Door Collapse. etc. We will let you know what the situation is and will need to gain approval from you as the owner of the cost that will be incurred to either repair or replace the issue. This will need to be done in a timely manner.

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____