



### **Checklist for New Owners**

- ☐ Current leases, tenant contact info, and rental applications
- ☐ Balance due on accounts (tenant ledgers)
- ☐ Security deposits for current tenants
- ☐ Lead certifications (copies)
- ☐ MDE Registration Current?
- ☐ Signed EPA Lead Paint Disclosure
- ☐ Property Registration Current?
- ☐ Rental License Current? (If so, need copy)
- ☐ Contracts or maintenance policies on property
- ☐ Snow removal for property?
- ☐ Grass cutting/landscaping for the property?
- ☐ Hall cleaning for property?
- ☐ Pets Allowed?
- ☐ How many electric/gas meters?
- ☐ Paint colors, HVAC filter size, main water shut off location
- ☐ Keys
- ☐ Signed Management Agreement
- ☐ W-9 (completed and signed)
- ☐ ABA Routing #, Checking or Savings Acct #
- ☐ Reserve = The greater of \$300 per property or \$100 per unit.
- ☐ If Owner wishes to have the water bill, tax bill, and environmental notices sent to American Management, the mailing address for the property needs to be changed with Baltimore City Property Locations and SDAT to:  
American Management  
2903 N. Charles St.  
Baltimore, MD 21218
- ☐ Tenants will put BGE service in their name. For any PS accounts in the owner's name (when owned by an LLC), AM will need IRS ss-4 or 147c forms.
- ☐ All properties must be properly registered with MDE and Baltimore City. American Management will do the initial registrations for an additional fee.