



# HILLTOP

## Owner Handover Checklist

*Concise landlord guide for preparing a property for management and rent*

Use this Checklist after the Owner Onboarding Package has been reviewed. This checklist summarizes the required steps for the Landlord to complete to provide to set us up for success. **Please provide this document completed to your property manager.**

A complete file and a prepared property usually lead to faster leasing, fewer surprises, and cleaner administration.

Item	Done
Void cheque or EFT instructions provided	<input type="checkbox"/>
Insurance proof provided	<input type="checkbox"/>
Keys, remotes, FOBs, passes, and codes provided	<input type="checkbox"/>
Tenancy file delivered, if occupied, <i>including Tenant contacts, known issues, Lease, move-in inspection report, etc.</i>	<input type="checkbox"/>
Condo package delivered, if applicable, <i>including Condo bylaws, Condo management contact, condo move in/ move out procedures;</i>	<input type="checkbox"/>
Inventory list delivered, if furnished	<input type="checkbox"/>
Utilities bills, <i>only applicable if utilities will be included in the rent</i>	<input type="checkbox"/>
Property cleaned, safe, and rent-ready	<input type="checkbox"/>
Special risks or quirks disclosed	<input type="checkbox"/>
Property reserve and existing Tenant security deposits, which <i>can be sent by cheque, payable to Hilltop Realty Ltd. "In Trust", or by EFT on the owner portal.</i>	<input type="checkbox"/>
Buildium portal activated	<input type="checkbox"/>
Pre-listing inspection scheduled with your property manager, <b>and provide them this list at that time.</b>	<input type="checkbox"/>

**Provide your property manager the following property information:**

Owner Name(s): \_\_\_\_\_

Primary Phone: Cell \_\_\_\_\_ Secondary Phone: Cell \_\_\_\_\_

Is the property vacant, and if so, when? \_\_\_\_\_

Primary Heating Source: \_\_\_\_\_

Other Heating Sources: \_\_\_\_\_

Location of the Water main(s) or any specific instructions to reach it?: \_\_\_\_\_

Location of gas meter / shut-off or any specific instructions to reach it? \_\_\_\_\_

Location of the Electrical panel(s) or any specific instructions to reach it?: \_\_\_\_\_

Is the gas meter shared? Y / N. If yes, please list how the meter is shared:

\_\_\_\_\_

Is the electricity meter shared? Y / N. If yes, please list how the meter is shared:

\_\_\_\_\_

Is the water meter shared? Y / N. If yes, please list how the meter is shared:

\_\_\_\_\_

Any other important information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COMMON SETUP DELAYS AND HOW TO AVOID THEM**

- Missing or unlabeled keys and devices.
- No current insurance information.
- Incomplete tenant handover records.
- Undisclosed condo or municipal restrictions.
- Property not truly possession-ready.
- Unclear repair history or hidden issues.
- Incomplete **Master Handover Checklist**