



Residential Property “Things to Do & Provide”

Owners To Do:

- Inform your homeowner’s insurance that you need “Landlord Liability” coverage. When complete, please provide the company name, agent name, and telephone number to The Grandin Agency.
- Remember to provide all telephone numbers and addresses where you may be reached in case of an emergency.
- Leave any instruction manuals, directions or written property specific information in a prominent place in the home.

To Provide:

- At least four (4) sets of keys for all doors and locks inside the home. All exterior doors should utilize the SAME key.
- Two fire extinguishers (minimum). One in the kitchen and one in the master bath.
- If mail is not delivered to the house, please provide the location and number of the community mailbox with at least two working keys.
- Any keys (Pool Gate, Sprinkler box, Etc.) or membership cards that are part of the included amenities.
- All electrical overhead garage door openers. (If Applicable)
- Any instructions as to parking spaces, trash pickup dates, or other relevant information deemed essential.

Thank you very much for your cooperation in these matters. It will help us do a better job!