



## RESIDENTIAL PROPERTY—THINGS TO DO AND 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!**

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