



Owner's Reminder

RESIDENTIAL PROPERTY—THINGS TO DO AND PROVIDE

Owners To Do:

1. 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.
2. Remember to provide all telephone numbers and addresses where you may be reached in case of an emergency.
3. Leave any instruction manuals, directions, or written property specific information in a prominent place in the home.

To Provide:

1. At least four (4) sets of keys for all doors and locks inside the home. All exterior doors should utilize the SAME key.
2. Two fire extinguishers (minimum). One in the kitchen and one in the master bath.
3. If mail is not delivered to the house, please provide the location and number of the community mailbox with at least two working keys.
4. Any keys (Pool Gate, Sprinkler box, Etc.) or membership cards that are part of the included amenities.
5. All electrical overhead garage door openers. (If Applicable)
6. 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!

THE GRANDIN AGENCY

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