

COLDWELL BANKER PRYOR REALTY

2125 Hickory Valley Road Chattanooga, TN 37421

Office - (423)551-4000 Fax – (423) 551-4002

OWNER “NEEDS TO KNOW”

- Owner will need to have house cleaned, to include but not limited to shampooing of carpets, cleaning inside drawers and cabinets, cleaning of windows and sills, cleaning of refrigerator and stove, and all other needed cleaning prior to house being shown and between tenants. Coldwell Banker Pryor Realty can handle the logistics of the cleaning and bill the Owner.
- Owner will be responsible for carrying fire protection and Home Owners Insurance on the house. Owner is not responsible for covering the tenant’s personal belongings or contents/ Under the Full Management option, The Owner will need to add Coldwell Banker Pryor Realty as an additional insured to the policy.
- Owner will be responsible for any and all HOA fees if applicable. Owner is responsible for furnishing a copy of any and all HOA rules, regulations, restrictions, and covenants to Coldwell Banker Pryor Realty.
- Owner will be responsible to contract with utility companies to have service provided during vacancy of the property. Owner will be responsible for the utility bills during vacancies and through three (3) business days after the tenants sign the lease. The tenants will be responsible to have utilities switched to their name after the three (3) business days. Electricity, gas(if heating system is gas) and water, is required to be working during any vacancy of the property. Properties without working power/gas and water will not be able to be shown for lease.
- Owner will need to provide a working refrigerator in the kitchen of the property.
- Owner is responsible for keeping any appliances such as stove, refrigerator, microwave, disposal, dishwasher (if provided), and washer and dryer (if provided)in working order. This will also be to all systems such as heat and air, plumbing, wiring, ect. Coldwell Banker Pryor Realty can arrange for replacement, maintenance or repair under the Full Management option, with the understanding that any expense will be covered by the owner.
- Coldwell Banker Pryor Realty can require the tenant to mow the lawn, but fertilizing mulching, and other major landscaping requirements will be the responsibility of the Owner. Coldwell Banker Pryor Realty can arrange for additional landscaping needs not required of the tenant when the expense is covered by the owner. All lawn care equipment must be removed from the property prior to marketing for lease.

Owner’s Initials _____ Date _____

- Owner will be responsible for any sprinkler system expense – including winterizing and any other general maintenance. Under the Full Management option, at the Owner’s request, Coldwell Banker Pryor Realty can arrange for sprinkler system maintenance, ect. with payment by the Owner. Owner is responsible for providing sprinkler system servicing information and contacts.
- In a property with a wood burning fireplace, it will be the Owner’s responsibility to keep the fireplace in safe working order. This will include having the chimney cleaned and inspected as needed. Under the Full Management option, at the owner’s request. Coldwell Banker Pryor Realty can arrange for the chimney to be cleaned and inspected with payment by the owner.
- Gutter and downspout cleaning are the Owner’s responsibility. Under the Full Management option, at the owner’s request. Coldwell Banker Pryor Realty can arrange for these services with payment by the owner.
- Downed trees/tree limbs and their removal are the responsibility of the Owner. Under the Full Management option, at the owner’s request. Coldwell Banker Pryor Realty can arrange for these services with payment by the owner.
- General maintenance of the property, such as occasional power washing of decks, walkways, siding. Porches, etc. as needed is the responsibility of the Owner. Under the Full Management option, at the owner’s request. Coldwell Banker Pryor Realty can arrange for these services with payment by the owner.
- Upon the move out of a tenant, under the Full Management option, a complete inspection of the property will be completed by Coldwell Banker Pryor Realty. Any damages noted as above “normal wear and tear” and caused by negligence or abuse will be charged back to the tenant and deducted from their security deposit before any refund. Please note, “normal wear and tear” is to be expected and will not be charged to the tenant.
- A Coldwell Banker Pryor Realty agent will be present anytime the property is shown for lease.
- With both the Lease Only and Full Management options there will be a photo fee, Coldwell Banker Pryor realty does contract with a professional photographer to take pristine photos of the home to be used in our marketing. This is at the owners expense and price does vary based on square footage (\$75-\$175) **This is an estimated cost.**
- Coldwell Banker Pryor Realty does require proof that all mortgage payments are current and up to date.

Owner’s Initials _____ Date _____

- Coldwell Banker Pryor Realty does contract with a Pest Control company and requires all homes under Full Management agreement have monthly Pest control. Coldwell Banker Pryor Realty handles this for Full Management options and this is at the Owner's expense.
- If a Home has a Swimming Pool and/ or Hot Tub it is required that the pool/hot tub have a professional Opening and Closing each year. Under the Full Management option, at the owner's request. Coldwell Banker Pryor Realty can arrange for these services with payment by the owner.
- For all parties safety Coldwell Banker Pryor Realty does require that there be a working key to all exterior doors. Upon each tenant move out all locks will need to be re keyed. Under the Full Management option, at the owner's request. Coldwell Banker Pryor Realty can arrange for these services with payment by the owner.

Owner's Initials _____ Date _____