



Property Management

PMI RENO

New Client Checklist:

- Sign/ complete enclosed paperwork with your Property Manager
- Reserve amount contribution payment
- Start-up fee paid
- Insurance policy obtained, PMI Reno named as additional insured

Utilities:

- Power/Gas – sign & submit a “Standing Order” for account to revert to your name when vacant
- Water – contact Water company to establish a “Cut-in” for tenant/Landlord relationship
- Garbage – if signed up for tenant reimbursement, provide PMI Reno with copy of bill for account number
- If you signed up for Bill Pay service – contact all vendors and change mailing address to PMI Reno
- Other _____

Home Owner Association:

- Contact HOA to make sure they have your updated mailing address, and are aware you will have a tenant
- If signed up for HOA Service, Contact HOA and have PMI Reno added to receive bills and notices
- Copy of CC&Rs provided for our files
- Other _____

Property Access:

- 4 copies of Keys to PMI Reno
- Mail Keys provided to PMI Reno (if applicable)
- Garage Door openers left at property
- Gate key / Gate Code provided if applicable
- Other _____

Review:

- If you are happy with our service, please leave us a review online

*** If at any time now or in the future you are ever un-happy with your service, please contact us so we can resolve any concerns. We are happy to be your property managers and we are here to provide excellent service to you.

