

Property Manager Offboarding Checklist	
	by Alex Gallia
	This is a checklist of items you want your outgoing property manager to adhere to as you are severing the agreement or not renewing:
	First steps:
<input type="checkbox"/>	Send written notice to the property manager
<input type="checkbox"/>	Review the termination clause in the management contract
<input type="checkbox"/>	Verify the cause of termination
<input type="checkbox"/>	Confirm effective date of termination
	Transfer of documentation:
<input type="checkbox"/>	Receive copies of all lease agreements
<input type="checkbox"/>	Receive copies of all estoppel agreements if necessary
<input type="checkbox"/>	Receive copies of all 3rd party contracts (trash, snow removal, etc.)
<input type="checkbox"/>	Receive a record of tenant security deposit obligations
	Financial obligations:
<input type="checkbox"/>	Make sure security deposits are transferred to your account or into the new property manager's account
<input type="checkbox"/>	Make sure you receive closing financial reports/owner's ledger
<input type="checkbox"/>	Pay early termination fee if necessary
<input type="checkbox"/>	Pay outstanding management fees if necessary
<input type="checkbox"/>	Receive money owed from reserve fund if applicable
	Tenant communication:
<input type="checkbox"/>	Send all tenants a written notice with updated instructions
	Call all tenants if possible