

OWNER INVESTOR CHECKLIST

Before moving into your new community, please take a moment to review each item below and ensure that they are completed; as an owner investor, you are responsible for the following. Should you have any questions about this list, please do not hesitate to contact Property Management during business hours. Once the checklist is completed, we ask that you sign and date this form and kindly return it to Property Management.

- ☐ I have completed the Resident Information Form and returned it to Property Management.
- ☐ I have provided my Property Manager with a copy of the deed and/or lease I've entered into with a tenant who will be living in this building.
- ☐ I have ensured that I have the necessary insurance required for my suite, including insurance for Liability, Improvements and Betterments, Sewer Back Up, and Insurance Deductible. Additionally, I have provided my insurance broker with a copy of the Standard Unit Schedule. I have also provided a copy of my insurance to my Property Manager.
- ☐ I have advised my tenant to obtain suitable contents insurance.
- ☐ I have received the parking and/or locker assignments (if applicable), suite keys, mailbox keys and FOBs directly from Menkes Customer Care and confirm that my FOBs are activated.
- ☐ I am aware that my tenant is not permitted to leave their rent cheques or keys with the concierge desk and arrangements are to be made directly with my tenant for collection of these items.

Name (please print): _____

Signature: _____ Date: _____

Tower: _____ Suite: _____