



NEW PROPERTY CHECKLIST

Please ensure that the following items are completed within the suite. Vista Realty can also coordinate these items if requested:

- All walls painted to professional standard
- Entire property cleaned to professional standard, including walls, baseboards & ledges
- Window coverings cleaned to professional standard
- Carpets professionally steam cleaned
- Appliances cleaned to professional standard
- Balcony cleaned to professional standard
- Storage locker emptied
- Parking stall clean and free of oil stains
- Yard properly maintained/ cleaned up (if applicable)

Please ensure the following items are provided:

- 3 sets of keys
- Visitor Parking Pass
- Copy of insurance cover page
- Void Cheque - for rental proceeds to be deposited directly to your bank account
- Non-Resident paperwork (T12-61, notarized copies of ID) for Non-Resident clients
- Unit specifications, including Strata Plan #, Strata Lot #, parking stall # and storage locker #
- Bylaws & Rules of Strata Corporation
- Homeowner's Manual (if available)

*** Please ensure that you update the contact address to Vista Realty with the Strata Corporation and with any other vendors you wish to pay from the rental proceeds (property tax, insurance, etc.). If we do not receive the invoices from the vendors, we are unable to pay them.**