

GETTING STARTED

Here's a checklist of items we need to get started.



We want your transition to Premier to be as smooth as possible. For your convenience, the following is a list which will help you collect important items and information. The sooner they're in our hands, the sooner you can forget about them.

BUILDING ITEMS

- A current list of all tenants, including their home address, home phone number and work phone number.
- All original leases.
- All unit files.
- A description of current parking arrangements.
- Mortgage payment information.
- A list of current utility accounts (*electricity, gas, oil, etc.*) and their respective account numbers.
- Copies of the current vendor contracts.
- Heating system information (*gas, oil, electric, tank size, current vendors, etc.*)

- Current elevator maintenance company/contract.
- Laundry vendor information.
- Has the building's fire alarm been tested recently? Is it connected to central station? (If yes, what is the name, address and phone number of your central station vendor?)
- If the building currently has its own janitor and would like to continue to use this person, what is his/her name, address, phone number and how much does he/she charge per month? (Does this cost include light bulbs ?)

KEYS

- A front door key.
- Keys to all the units.
- The master key to the building (*if applicable*).
- Keys to the utility room, meter room, boiler room, etc.

LEGAL ITEMS

- The insurance policy currently in effect for the building.
- Any pending legal actions.

FINANCIAL

- Security deposits.
- Last month's rent deposits.
- A list of delinquent tenants, including how much they owe and for which months.
- A list of outstanding payables.
- Owner Tax ID number or Social Security number.



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