



# POST-ONBOARD CHECKLIST

The following items listed below must be added/supplied within 30 days of the property going “live”. These items are to ensure the success of the property.

## PROPERTY DETAILS TAB:

**\*\*\* mean if applicable**

### Service & Account Information:

- ☐ Pool Service Info\*\*\*
- ☐ Landscaping Service Info\*\*\*
- ☐ Pest Control Info
- ☐ Trash Pick Up Day
- ☐ Recycle Pick Up Day
- ☐ Power Account Info
- ☐ Water Account Info
- ☐ Gas Account Info
- ☐ Propane Account Info
- ☐ Wifi Account Info

### Additional Home Info/Details

- ☐ Breaker Panel Location
- ☐ Hot Water Heater Location
- ☐ AC Filter Sizes
- ☐ Camera Locations\*\*\*
- ☐ Noise Aware Locations \*\*\*
- ☐ HOA Contact information \*\*\*
- ☐ Elevator Service Information \*\*\*
- ☐ Additional Access information (spares)
- ☐ Confirmed - Owner Insurance

## SPECIAL INSTRUCTIONS

**\*\*\* mean if applicable**

### Home Instructions: How to turn on & off

- ☐ Water Features\*\*\*
- ☐ Heaters for Pool/Spa\*\*\*
- ☐ Fire Pits\*\*\*
- ☐ Projectors \*\*\*
- ☐ Other misc. items or special instructions for home needed
  
- ☐ **By checking this box, I agree that all items applicable to this home are completed & all information is provided & inputted for the property**

Signature: \_\_\_\_\_