

# LISTING CHECKLIST



**TRILLIUMWEST**  
REAL ESTATE BROKERAGE

FOR INVESTMENT / INCOME PROPERTY

## PROPERTY ADDRESS

OWNER'S CONTACT \_\_\_\_\_ NAME \_\_\_\_\_ EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

TENANTS CONTACT	UNIT DESCRIPTION (# BEDS/BATHS)	NAME(S)	EMAIL	PHONE
UNIT # 1	_____	_____	_____	_____
UNIT # 2	_____	_____	_____	_____
UNIT # 3	_____	_____	_____	_____
UNIT # 4	_____	_____	_____	_____
UNIT # 5	_____	_____	_____	_____
UNIT # 6	_____	_____	_____	_____

INCOME-RENT ROLL	AMOUNT (MONTHLY)	LEASE STATUS (LEASE OR MTH/MTH)	LEASE COMMENCEMENT (DURATION OF TENANCY)	RENT INCREASE (LAST DATE)
UNIT # 1	_____	_____	_____	_____
UNIT # 2	_____	_____	_____	_____
UNIT # 3	_____	_____	_____	_____
UNIT # 4	_____	_____	_____	_____
UNIT # 5	_____	_____	_____	_____
UNIT # 6	_____	_____	_____	_____

EXPENSES	UTILITIES
TAXES (ANNUAL)	PAID BY TENANT
INSURANCE (ANNUAL)	UTILITIES IF PAID BY LANDLORD
MAINTENANCE (ANNUAL)	HEAT (ANNUAL)
SNOW REMOVAL	WATER (ANNUAL)
& LANDSCAPING (ANNUAL)	HYDRO (ANNUAL)
	RENTALS (ANNUAL) (HOT WATER HEATER, SOFTENER ETC.,)

## TENANT RELATED QUESTIONS FOR THE LANDLORD

1. ARE THE TENANTS HAPPY AND WILLING TO STAY ON? \_\_\_\_\_
2. HOW IS THE LANDLORD TENANT RELATIONSHIP? \_\_\_\_\_
3. WHAT IS THE BEST METHOD OF COMMUNICATION WITH THE TENANTS? \_\_\_\_\_
4. HAVE THE TENANTS BEEN INFORMED ABOUT THE PENDING SALE OF THE PROPERTY? \_\_\_\_\_
5. HAVE THERE BEEN ANY DISPUTES BETWEEN THE LANDLORD AND TENANTS? \_\_\_\_\_
6. ARE THERE ANY OUTSTANDING MAINTENANCE ITEMS YOU ARE AWARE OF? \_\_\_\_\_
7. ARE YOU HOLDING A LAST MONTH'S RENT OR DAMAGE DEPOSIT? \_\_\_\_\_
8. DO THE TENANTS WORK SHIFT WORK? \_\_\_\_\_