



nestDC

property management + design + relocation for the modern dweller

Nest Owner Orientation Kit!

Welcome to Nest DC! We are so delighted you chose us to manage your property. Here is a list of things you need to do when preparing your home for new tenants. Of course, we are happy to help along the way. We want you and the tenants to have a great experience.

Preparing the Perfect Nest!

- Paints and finishes. Do you have touch up paints or color codes for the paints in the home? If so, can you tell us what/where they are?
- Do you have any special care instructions for counters/carpet/floors or other items in the home?
- Are there any seasonal issues that need to be addressed? If so what are they and when do they need to be taken care of? Example: water shut off/ac units etc.
- Are there any services associated with the property like pest control, landscaping, water softener, a/c services, etc?
- Codes and other important numbers. Are there locks, codes or other access issues that you need to share with the tenants? (i.e. alarm systems, etc)
- If there are any parking passes, please leave them in the kitchen before you go.
- If there are any special trees, shrubs or lawn care instructions please jot them down by email and send to Nest. We will pass them along to the tenant.
- Register your unit as a rental with the City/County. Ask us for forms.

Getting Your Ducks in a Row: Things to Handle Before You Go!

- Please make sure that your phone, cable and internet services are turned off and return all equipment before you leave. If you have made special arrangements with tenants to pass services on, please document in an email.
- If you do have a monthly service, please be sure to alert the company that they will need to be in touch with Nest DC for scheduling. Please give billing instructions to Nest as well.
- Be sure you have your mail forwarded to the appropriate location. There will still likely be some things that are left by the postal worker. Be sure to leave several large (10 X 13) self addressed stamped envelopes/folders along with funds for postage so that the tenants can simply pop those things in the mail for you.
- Be sure to have everything removed from the home and the home professionally



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cleaned. If you need assistance with this, let us know. We have professionals that can clean the whole house for reasonable rates. Let us know if you want to leave behind any items for maintenance of the home or yard, such as rakes, mowers, fertilizers or cleaners.

Ahh! The Perfect Tenant: The Last Leg of the Flight!

- Have your utilities turned off the same day that the tenant is scheduled to move in. (Washington, DC owners need to call DC water to transfer the water to the tenants name. DC Water – 202.354.3600)
- If you have blinds or other furnishings that you agreed to leave behind, log those in an email and offer care instructions.

Is this a lot to handle? Nest DC Can Help You!

Sometimes it takes an army to get everything organized and completed in a short period of time! Nest DC has helped with all aspects of this transition. Our team has helped many clients move out of the state and even out of the country from start to finish.

Making sure owners and tenants have an outstanding experience is very important to us! We're happy to help. Ask about our rates and tell us how we can be of service.

Please look over the following forms and send them back to us at your convenience!

We look forward to working with you!

Lisa Wise & Jim Pollack
Chief Nesters



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Contact Form

Name: _____

Alternate Address: _____

City: _____ State: _____ Zip: _____

Home Phone #: _____ Cell Phone #: _____

Personal Email: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Work Phone #: _____ Work Email: _____

Banking Form

Bank Name: _____

Bank Address: _____

City: _____ State: _____ Zip: _____

Routing #: _____ Account #: _____

Please attach a copy of a voided check.



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Owner Questionnaire

In order to attract and maintain the best tenants, basic information about your house and your neighborhood is useful. Below are a few questions we think will help us get your property rented quickly:

What is your preferred lease start date?

What are the average costs of your utility bills?

What are the cable/internet providers for your house?

What are some tips that will make your tenant feel at home in the house?

Where is the location of your electric panel, water shut off valve, and water meter?

What are the pick up days for garbage and recycling?

Does your house have central air? If not, what kind of cooling system do you have? (i.e. space pack, fans, etc)

Do you have any tips for parking? (If parking is not included with your house)

Do you have any suggestions for local entertainment? (i.e. theaters, concert venues, etc)



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What are your favorite places to visit near your house?

What are your favorite local restaurants?

How would you describe your neighbors?

Is your house pet friendly? (If so, please describe: any pet? cats only? dogs only? dogs under 50 lbs? etc)

Do you currently subscribe to any services for your house? (i.e. pest control, heating/cooling maintenance, yard maintenance, etc)

Do you have or have ever had a housekeeper for your house? If so, would you recommend them? (Please give their name/contact info)

Do you have an alarm system? (If so, please include: service provider, fee, and code)
