

VAOA Best Management Practices

- Require applicants to complete a rental application – use due diligence in checking references and information in the application.
- Do not be a rush to rent the property – take your time.
- Run credit checks on all prospective Tenants (also Public Records check and/or criminal background checks) and www.vtcourtsearch.com.
- Review the lease with your tenants.
- Use a Smoke Detector/Carbon Monoxide Detector/Fire Extinguisher Addendum.
- Use an inspection checklist when a new Tenant moves in – includes a walk through of the property and confirmation of working smoke/carbon monoxide detectors. Take photos.
- Do not hand over the keys until the lease is signed and the rent has been paid.
- Provide Tenants with names and phone numbers of Emergency Contacts.
- Keep paper records of interactions with Tenants – including a phone log of all calls from Tenants.
- Use an inspection checklist for every visit to the apartment.
- Obtain a Municipal Certificate of Occupancy/Inspection, if applicable.
- Introduce yourself to municipal authorities – including police.
- Make sure your vendors and sub-contractors are licensed and insured.
- Perform routine maintenance and have maintenance contracts (i.e. yearly furnace cleaning and inspection, and snow and ice removal).
- Perform Essential Maintenance Practices (“EMP”) for Lead Paint, if applicable.
- Have a routine presence at the property either personally or thru an agent.
- When purchasing new property review the lease and your expectations with the Tenants.
- Promptly file and serve legal notices and court actions against nonpaying Tenants.

- Always have a set of keys to the building and to all units. Do not let the Tenants change the locks.
- When Tenants vacate, perform a final inspection, take photos if necessary.