EAG
ELLIS
PROPERTY GROUP

PROPERTY
INFORMATION BINDER

MANAGE. • PROTECT. • GROW.

MANAGE

PROTECT

GROW

PROPERTY ADDRESS: _____

OWNER: _____

PROPERTY MANAGER: _____

EMERGENCY CONTACT: _____

ELLISPROPERTYGROUPLLC.COM | (630) 509-4983 | INFO@ELLISPROPERTYGROUPLLC.COM

SYSTEMS. ACCOUNTABILITY. RESULTS.

EAG ELLIS —PROPERTY GROUP—

SECTION 1
PROPERTY SNAPSHOT

ELLIS PROPERTY GROUP LLC
MANAGE. PROTECT. GROW.

Quick reference summary for this property.

PROPERTY INFORMATION

Property Address: _____

Property Type: ☐ Single Family ☐ Duplex ☐ Townhome ☐ Condo ☐ Multi-Family

Year Built: _____ Square Footage: _____

Bedrooms: _____ Bathrooms: _____

Garage: _____ Basement: ☐ Yes ☐ No

Lot Size: _____

TENANT INFORMATION

Tenant Name(s): _____

Lease Start Date: _____ Lease End Date: _____

Monthly Rent: _____ Security Deposit: _____

Rent Due Date: _____ Late Fee: _____

EMERGENCY CONTACTS

Property Manager

Name: _____

Phone: _____

Email: _____

Emergency Maintenance Vendor

Company: _____

Phone: _____

Electric Utility

Phone: _____

Gas Utility

Phone: _____

Water Department

Phone: _____

CRITICAL SHUT-OFF LOCATIONS

Main Water Shutoff: _____

Electrical Panel Location: _____

Main Gas Shutoff: _____

Sump Pump Location: _____

Floor Drain Locations: _____

PROPERTY SYSTEMS

SYSTEM	MAKE / MODEL	INSTALL DATE	LAST SERVICE
Furnace			
Air Conditioner			
Water Heater			
Water Softener			
Sump Pump			
Garage Door Opener			

VENDOR QUICK REFERENCE

SERVICE	COMPANY	PHONE
HVAC		
Plumbing		
Electrical		
Roofing		
Landscaping		
Snow Removal		

NOTES

_____

_____

_____

_____

KEY INFORMATION

Key Location: _____

Garage Door Code: _____

Alarm Company: _____ Phone: _____

DOCUMENT REVISION

Prepared By: ELLIS PROPERTY GROUP LLC

Last Updated: _____ Next Annual Review: _____

ADDITIONAL INFORMATION

_____

_____

_____

EAG ELLIS —PROPERTY GROUP—

SECTION 2

EMERGENCY RESPONSE GUIDE

ELLIS PROPERTY GROUP LLC

MANAGE. PROTECT. GROW.

Follow these steps immediately.
When in doubt, prioritize safety and call for help.

EMERGENCY ACTION STEPS

1. Ensure everyone's safety. Call 911 if anyone is injured or in immediate danger.
2. Identify the type of emergency and stop the source of the problem if safe to do so.
3. Protect the property from further damage.
4. Notify the property manager immediately.
5. Contact the appropriate vendor or utility.
6. Document the issue with photos and notes.
7. Keep all receipts, invoices, and records.
8. Follow up until the issue is fully resolved.

EMERGENCY RESPONSE GUIDE

FIRE / SMOKE	• Evacuate the property immediately. • Call 911. • Do not re-enter until authorized. • Notify property manager.
WATER LEAK / FLOOD	• Stop the water source if safe. • Shut off main water valve. • Contact plumber immediately. • Mitigate damage and document.
GAS LEAK	• Evacuate the property. • Do not use electrical switches or open flames. • Call the gas company and 911.
POWER OUTAGE	• Check breaker panel. • Report outage to electric utility. • Use flashlights only. • Check HVAC and appliances after power is restored.
LOCKOUT	• Verify occupant identity. • Contact locksmith if keys are lost or lock is damaged. • Do not force entry.
STORM DAMAGE	• Ensure safety and evacuate if needed. • Document damage with photos. • Contact property manager. • Board up or secure if necessary.
SEWAGE BACKUP	• Avoid contact with contaminated water. • Stop the source if safe. • Contact restoration company. • Follow safety and sanitation guidelines.

IMPORTANT NOTES

EMERGENCY CONTACTS

24/7 EMERGENCY CONTACT (AFTER HOURS)
Name/Company: _____
Phone: _____

POLICE (NON-EMERGENCY)
Department: _____
Phone: _____

FIRE DEPARTMENT
Department: _____
Phone: _____

GAS UTILITY
Company: _____
Emergency Phone: _____

ELECTRIC UTILITY
Company: _____
Emergency Phone: _____

WATER UTILITY
Company: _____
Emergency Phone: _____

EMERGENCY VENDOR CONTACTS

HVAC COMPANY
Company: _____ Phone: _____

PLUMBING COMPANY
Company: _____ Phone: _____

ELECTRICAL COMPANY
Company: _____ Phone: _____

RESTORATION COMPANY
Company: _____ Phone: _____

LOCKSMITH
Company: _____ Phone: _____

ROOFING COMPANY
Company: _____ Phone: _____

OTHER / NOTES
_____ Phone: _____
_____ Phone: _____

VENDOR USED

Company: _____
Contact: _____
Phone: _____
Date: _____

DATE COMPLETED

Date: _____

Completed By: _____

EAG ELLIS
—PROPERTY GROUP—

SECTION 3

VENDOR DIRECTORY

ELLIS PROPERTY GROUP LLC
MANAGE. PROTECT. GROW.

Important service providers for your property.
Keep this list updated.

SERVICE	COMPANY	CONTACT PERSON	PHONE	EMAIL / WEBSITE	NOTES
HVAC					
PLUMBING					
ELECTRICAL					
LOCKSMITH					
ROOFING					
RESTORATION (WATER / FIRE / MOLD)					
LANDSCAPING					
SNOW REMOVAL					
WASTE / TRASH SERVICE					
GARAGE DOOR SERVICE					
PEST CONTROL					
GUTTER CLEANING					
POOL SERVICE (IF APPLICABLE)					
MOVING / HAULING					
SECURITY SYSTEM					
OTHER					

NOTES

DATE LAST UPDATED

Date: _____

Updated By: _____

EAG ELLIS PROPERTY GROUP

SECTION 4

UTILITY INFORMATION

ELLIS PROPERTY GROUP LLC
MANAGE. PROTECT. GROW.

Important utility account information, meter locations, and shut-off locations.
KEEP THIS INFORMATION UPDATED.

GAS PROVIDER

Company Name: _____
Account Number: _____
Customer Service Phone: _____
Emergency / Gas Leak: _____
Billing Address: _____
_____
_____
Website: _____

METER LOCATION

_____
_____
_____
_____

MAIN GAS SHUT-OFF LOCATION

_____
_____
_____
_____

☐ NOTES: _____
_____

ELECTRIC PROVIDER

Company Name: _____
Account Number: _____
Customer Service Phone: _____
Outage / Emergency: _____
Billing Address: _____
_____
_____
Website: _____

METER LOCATION

_____
_____
_____
_____

MAIN ELECTRICAL PANEL LOCATION

_____
_____
_____
_____

☐ NOTES: _____
_____

WATER PROVIDER

Company Name: _____
Account Number: _____
Customer Service Phone: _____
Emergency / After Hours: _____
Billing Address: _____
_____
_____
Website: _____

METER LOCATION

_____
_____
_____
_____

MAIN WATER SHUT-OFF LOCATION

_____
_____
_____
_____

☐ NOTES: _____
_____

INTERNET / CABLE PROVIDER

Company Name: _____
Account Number: _____
Customer Service Phone: _____
Technical Support: _____
Billing Address: _____
_____
_____
Website: _____

EQUIPMENT LOCATION (MODEM / ROUTER)

_____
_____
_____
_____

NOTES / SPECIAL INSTRUCTIONS

_____
_____
_____
_____

☐ NOTES: _____
_____

UTILITY SHUT-OFF REMINDERS

- Know the location of all main shut-off valves and the electrical panel.
- Test shut-off valves annually to ensure they work properly.
- Keep access to all utility equipment clear at all times.
- Notify utility companies of any tenant changes.

DATE LAST UPDATED

Date: _____

Updated By: _____

EAG ELLIS PROPERTY GROUP

SECTION 5

PROPERTY SYSTEMS

ELLIS PROPERTY GROUP LLC

MANAGE. PROTECT. GROW.

System locations, details, and maintenance information.

ELECTRICAL

Main Panel Location: _____

Sub Panel Location(s): _____

BREAKER DIRECTORY

_____

_____

_____

_____

_____

_____

_____

MAIN PANEL

SUB PANEL (IF APPLICABLE)

EXTERIOR METER

NOTES: _____

WATER

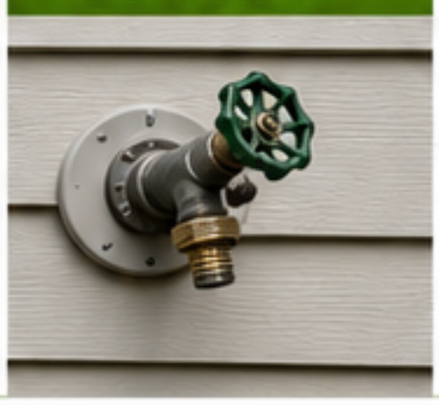
Main Water Shutoff Location: _____

Exterior Shutoff Location: _____

Water Meter Location: _____

MAIN WATER SHUTOFF

EXTERIOR SHUTOFF



WATER METER

NOTES: _____

HVAC

Furnace Location: _____

Air Conditioner Location: _____

Filter Size: _____

Filter Change Schedule: _____

Thermostat Model: _____

Last Service Date: _____

FURNACE

AIR CONDITIONER

THERMOSTAT

NOTES: _____

WATER HEATER

Make / Model: _____

Serial Number: _____

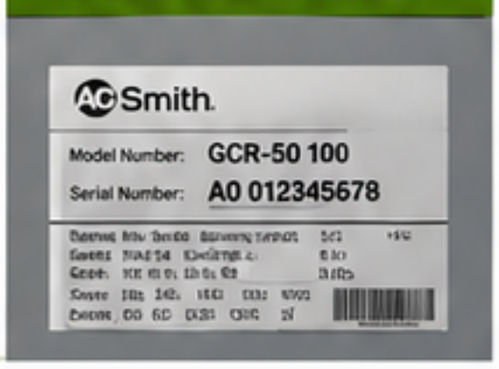
Installation Date: _____

Type: ☐ Gas ☐ Electric ☐ Tankless

Location: _____

WATER HEATER

MODEL / SERIAL NUMBER



TEMPERATURE SETTING

Current Temp: _____

Recommended: 120°F

MAINTENANCE

Flush Annually: ☐ Yes ☐ No

Last Flushed: _____

NOTES: _____

SUMP PUMP

Location: _____

Primary Pump Make / Model: _____

Backup System: ☐ Battery Backup ☐ Water Powered ☐ None

Backup Make / Model: _____

Last Tested: _____

SUMP PUMP LOCATION

BACKUP SYSTEM

TEST SCHEDULE

Test Monthly: ☐ Yes ☐ No

Last Test Date: _____

MAINTENANCE

Clean Basin: _____

Replace Battery: _____

NOTES: _____

EAG ELLIS —PROPERTY GROUP—

SECTION 6

APPLIANCE INFORMATION & MANUALS

ELLIS PROPERTY GROUP LLC

MANAGE. PROTECT. GROW.

Record appliance details, serial numbers, purchase dates, and warranty information. Keep manuals in this section.

APPLIANCE INVENTORY

APPLIANCE	MAKE / MODEL	SERIAL NUMBER	INSTALL DATE	PURCHASE DATE
Refrigerator				
Dishwasher				
Range / Oven				
Microwave				
Garbage Disposal				
Washer				
Dryer				
Water Heater				
Furnace				
Air Conditioner				
Other				

WARRANTY INFORMATION

Warranty Provider: _____

Phone: _____

Website: _____

General Notes:

_____

_____

_____

_____

EXTENDED WARRANTY

Plan Provider: _____

Policy / Plan #: _____

Coverage Dates: _____

Covered Items:

_____

_____

APPLIANCE MAINTENANCE SCHEDULE

APPLIANCE	MAINTENANCE TASK	FREQUENCY	LAST COMPLETED	NEXT DUE
HVAC System	Professional Service / Inspection	Annually		
Water Heater	Flush Tank / Check Anode Rod	Annually		
Refrigerator	Clean Coils / Check Seals	Every 6 Months		
Dishwasher	Clean Filter / Inspect Spray Arms	Every 6 Months		
Dryer	Clean Lint Vent / Inspect Duct	Every 6 Months		
Range / Oven	Clean / Inspect	Every 6 Months		
Sump Pump	Test Operation	Every 3 Months		
Smoke / CO Detectors	Test Batteries / Function	Monthly		

WHERE TO FIND MANUALS

- ☐ Original Box
- ☐ This Binder (See Pockets)
- ☐ Digital Copy Saved
- ☐ Manufacturer Website
- ☐ Other: _____

MANUALS INCLUDED

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

APPLIANCE NOTES

_____

_____

_____

_____

_____

_____

VENDOR INFO (IF APPLICABLE)

Company: _____

Contact: _____

Phone: _____

Email: _____

Website: _____

DATE LAST UPDATED

Date: _____

Updated By: _____

Notes:

_____

_____

EAG ELLIS —PROPERTY GROUP—

SECTION 7

MAINTENANCE LOG & SERVICE HISTORY

ELLIS PROPERTY GROUP LLC

MANAGE. PROTECT. GROW.

Track all maintenance, repairs, and services performed on the property. Keep receipts and documentation.

MAINTENANCE & REPAIR LOG

DATE	DESCRIPTION OF WORK PERFORMED	VENDOR / TECHNICIAN	COST	WARRANTY YES / NO	NEXT SERVICE DUE DATE

☐ NOTES: _____

_____

_____

UPCOMING SERVICE REMINDERS

SERVICE / SYSTEM	NEXT DUE DATE
HVAC (Heating)	
HVAC (Cooling)	
Water Heater Flush	
Sump Pump Test	
Smoke / CO Detectors	
Gutter Cleaning	
Roof Inspection	
Pest Control	
Other	

SERVICE FREQUENCY GUIDE

HVAC Service (Heating)	Annual
HVAC Service (Cooling)	Annual
Water Heater Flush	Annual
Sump Pump Test	Quarterly
Smoke / CO Detectors Test	Monthly
Gutter Cleaning	Twice / Year
Roof Inspection	Annual
Pest Control	Quarterly

PROPERTY INSPECTION HISTORY

DATE	INSPECTION TYPE	PERFORMED BY	SUMMARY / FINDINGS	FOLLOW-UP REQUIRED YES / NO

☐ NOTES: _____

_____

WORK ORDER TRACKER

DATE OPENED	DESCRIPTION / ISSUE	STATUS (OPEN / CLOSED)	DATE CLOSED

☐ NOTES: _____

_____

SEASONAL MAINTENANCE CHECKLIST

SPRING

- ☐ HVAC Cooling Service
- ☐ Gutter Cleaning
- ☐ Inspect Roof
- ☐ Check Sprinklers
- ☐ Test Sump Pump
- ☐ Other: _____

SUMMER

- ☐ HVAC Check
- ☐ Deck / Patio Inspection
- ☐ Check Caulking / Seals
- ☐ Clean Dryer Vent
- ☐ Pest Control
- ☐ Other: _____

FALL

- ☐ HVAC Heating Service
- ☐ Inspect / Clean Gutters
- ☐ Seal Exterior Gaps
- ☐ Furnace Check
- ☐ Smoke / CO Test
- ☐ Other: _____

WINTER

- ☐ Insulate Pipes
- ☐ Check Heat Tape
- ☐ Test Sump Pump
- ☐ Snow Equipment Ready
- ☐ Carbon Monoxide Test
- ☐ Other: _____

☐ NOTES: _____

_____

LAST SERVICE SUMMARY

SERVICE / SYSTEM: _____

DATE COMPLETED: _____

PERFORMED BY: _____

COST: $ _____

WORK PERFORMED:

_____

_____

_____

_____

RECEIPT / INVOICE ATTACHED?

☐ YES ☐ NO

WARRANTY APPLIES?

☐ YES ☐ NO

WARRANTY EXPIRES:

_____

EAG ELLIS PROPERTY GROUP

SECTION 8

PROPERTY INSPECTION CHECKLIST

ELLIS PROPERTY GROUP LLC

MANAGE. PROTECT. GROW.

Use this checklist during routine inspections.
Document condition, note any issues, and follow up as needed.

PROPERTY ADDRESS: _____

INSPECTION TYPE: ☐ ROUTINE ☐ MOVE-IN ☐ MOVE-OUT ☐ SPECIAL

INSPECTED BY: _____

DATE OF INSPECTION: _____

NEXT INSPECTION DUE: _____

WEATHER CONDITIONS: _____

AREA / SYSTEM	CONDITION			NOTES / ISSUES FOUND	ACTION REQUIRED	FOLLOW-UP DATE
	GOOD	FAIR	POOR			
EXTERIOR – ROOF	☐	☐	☐			
EXTERIOR – SIDING / TRIM	☐	☐	☐			
DOORS & WINDOWS	☐	☐	☐			
DRIVEWAY / WALKWAYS	☐	☐	☐			
LANDSCAPING / YARD	☐	☐	☐			
DECK / PATIO / FENCING	☐	☐	☐			
GARAGE / CARPORT	☐	☐	☐			
HVAC SYSTEM	☐	☐	☐			
WATER HEATER	☐	☐	☐			
PLUMBING FIXTURES	☐	☐	☐			
ELECTRICAL SYSTEM	☐	☐	☐			
APPLIANCES	☐	☐	☐			
BASEMENT / CRAWL SPACE	☐	☐	☐			
ATTIC	☐	☐	☐			
INTERIOR WALLS / CEILINGS	☐	☐	☐			
FLOORING	☐	☐	☐			
SMOKE / CO DETECTORS	☐	☐	☐			
GENERAL CLEANLINESS	☐	☐	☐			
SAFETY / CODE COMPLIANCE	☐	☐	☐			
OTHER (SPECIFY) _____	☐	☐	☐			

OVERALL PROPERTY CONDITION
(Check One)

- ☐ **EXCELLENT** – No issues noted.
- ☐ **GOOD** – Minor issues / Normal wear.
- ☐ **FAIR** – Some issues need attention.
- ☐ **POOR** – Significant issues / Repairs needed.

SUMMARY / COMMENTS

_____

_____

_____

_____

_____

PHOTO DOCUMENTATION

☐ PHOTOS TAKEN ☐ PHOTOS ATTACHED

OF PHOTOS: _____

FOLLOW-UP PRIORITY

☐ LOW ☐ MEDIUM ☐ HIGH

TARGET COMPLETION DATE: _____

NOTES

_____

_____

_____

INSPECTION COMPLETED BY:

NAME: _____

SIGNATURE: _____ DATE: _____

EAG ELLIS —PROPERTY GROUP—

SECTION 9

TAX & INSURANCE INFORMATION

ELLIS PROPERTY GROUP LLC

MANAGE. PROTECT. GROW.

Keep all tax, insurance, and related documents in this section.
Review annually and update as needed.

PROPERTY TAX INFORMATION

County: _____

Parcel / PIN #: _____

Property Address: _____

_____

Tax Assessed Owner: _____

Tax Mailing Address: _____

_____

Tax Year: _____

Tax Bill Number: _____

Assessed Value: $ _____

Tax Rate: _____

Annual Tax Amount: $ _____

Payment Frequency: ☐ Annual ☐ Semi-Annual

Payment Due Dates: _____

Escrowed: ☐ Yes ☐ No

If Yes, Escrow Company: _____

Account / Loan #: _____

NOTES: _____

PROPERTY INSURANCE INFORMATION

Insurance Company: _____

Agent / Contact: _____

Phone: _____

Email: _____

Policy Number: _____

Policy Type: ☐ Homeowners ☐ Landlord ☐ Dwelling ☐ Other: _____

Coverage Period: _____ to _____

Premium Amount: $ _____

Payment Frequency: ☐ Annual ☐ Semi-Annual ☐ Monthly

Deductible Amount: $ _____

COVERAGE DETAILS

Dwelling Coverage: $ _____

Other Structures: $ _____

Personal Property: $ _____

Loss of Use: $ _____

Liability Coverage: $ _____

Medical Payments: $ _____

Other / Additional Coverage: _____

_____

NOTES: _____

MORTGAGE / LOAN INFORMATION

Lender: _____

Contact: _____

Phone: _____

Loan Number: _____

Loan Type: ☐ Conventional ☐ FHA ☐ VA ☐ Other: _____

Original Loan Amount: $ _____

Current Loan Balance: $ _____

Interest Rate: _____ %

Loan Term (Years): _____

Maturity Date: _____

Payment Due Date: _____ (Day of Month)

Escrowed Taxes & Insurance: ☐ Yes ☐ No

NOTES: _____

FLOOD INSURANCE (IF APPLICABLE)

Insurance Company: _____

Policy Number: _____

Agent / Contact: _____

Phone: _____

Coverage Period: _____ to _____

Premium Amount: $ _____

Deductible Amount: $ _____

Building Coverage: $ _____

Contents Coverage: $ _____

NOTES: _____

IMPORTANT DOCUMENTS

- ☐ Property Tax Bill
- ☐ Property Insurance Policy Declarations Page
- ☐ Flood Insurance Policy (if applicable)
- ☐ Mortgage Statement
- ☐ Escrow Analysis / Disclosure
- ☐ Insurance Proof of Payment
- ☐ Renewal Notices
- ☐ Other: _____
- ☐ Other: _____

NOTES: _____

ANNUAL REVIEW REMINDERS

- Review property tax assessments each year.
- Review insurance coverage annually to ensure adequate protection.
- Confirm payment due dates and set calendar reminders.
- Keep copies of all tax and insurance documents in this binder.

DATE LAST REVIEWED

Date: _____

Reviewed By: _____

NEXT REVIEW DUE

Date: _____

Notes: _____

EAG ELLIS —PROPERTY GROUP—

SECTION 10

IMPROVEMENTS & UPGRADES TRACKER

ELLIS PROPERTY GROUP LLC

MANAGE. PROTECT. GROW.

Document all improvements, upgrades, and modifications made to the property.

IMPROVEMENT LOG

DATE COMPLETED	DESCRIPTION OF IMPROVEMENT / UPGRADE	AREA OF PROPERTY	CONTRACTOR / VENDOR	COST	WARRANTY YES / NO	WARRANTY EXPIRATION DATE	NOTES

TOTAL INVESTED IN IMPROVEMENTS: $ _____

IMPROVEMENT CATEGORIES

Check all that apply for this improvement.

- ☐ Structural
- ☐ Roofing
- ☐ Siding / Exterior
- ☐ Windows / Doors
- ☐ HVAC
- ☐ Electrical
- ☐ Plumbing
- ☐ Kitchen
- ☐ Bathroom
- ☐ Flooring
- ☐ Landscaping / Exterior
- ☐ Deck / Patio / Porch
- ☐ Security / Safety
- ☐ Smart Home / Technology
- ☐ Energy Efficiency
- ☐ Other: _____

NOTES: _____

IMPROVEMENT DETAILS

Purpose of Improvement: _____

Problem Addressed / Goal Achieved: _____

Materials / Brand / Model (if applicable): _____

Permits Required: ☐ Yes ☐ No Permit #: _____

Inspections Required: ☐ Yes ☐ No Final Inspection Date: _____

Increase in Property Value (Est.): $ _____

Return on Investment (Est.): _____ % Payback Period (Est.): _____

NOTES: _____

BEFORE & AFTER PHOTOS

BEFORE

PLACE PHOTO HERE

AFTER

PLACE PHOTO HERE

Attach additional photos if needed.

RELATED DOCUMENTS

Attach or reference related documents.

- ☐ Invoice / Receipt — Date: _____
- ☐ Contract / Agreement — Date: _____
- ☐ Permit — Date: _____
- ☐ Inspection Report — Date: _____
- ☐ Warranty Information — Date: _____
- ☐ Other: _____ — Date: _____
- ☐ Other: _____ — Date: _____

FINANCIAL IMPACT SUMMARY

Total Cost of Improvement: $ _____

Increase in Property Value (Est.): $ _____

Net Increase in Equity (Est.): $ _____

Return on Investment (Est.): _____ %

Payback Period (Est.): _____

ROI CALCULATION (ESTIMATED)

ROI Formula:

(Increase in Value – Cost of Improvement) ÷ Cost of Improvement × 100

Estimated ROI: _____ %

FUTURE UPGRADES / PLANNED IMPROVEMENTS

DESCRIPTION	ESTIMATED COST	TARGET DATE	PRIORITY (LOW / MED / HIGH)

NOTES & ADDITIONAL INFORMATION

_____

_____

_____

_____

_____

EAG ELLIS —PROPERTY GROUP—

SECTION 11

CONTRACTOR & VENDOR INFORMATION

ELLIS PROPERTY GROUP LLC

MANAGE. PROTECT. GROW.

Keep a list of trusted contractors and vendors.
Update as needed and track performance.

CONTRACTOR & VENDOR DIRECTORY

TYPE / TRADE	COMPANY NAME	CONTACT PERSON	PHONE	EMAIL	LICENSE / INSURANCE	NOTES
General Contractor						
HVAC						
Plumbing						
Electrical						
Roofing						
Landscaping						
Pest Control						
Cleaning						
Handyman						
Security						
Pool / Spa						
Appliances						
Other						
Other						

INSURANCE & LICENSING CHECKLIST

ITEM	YES	NO	EXP. DATE
General Liability Insurance	☐	☐	
Workers' Compensation Insurance	☐	☐	
Professional Liability Insurance (if applicable)	☐	☐	
State License	☐	☐	
Local Permit (if required)	☐	☐	
Other: _____	☐	☐	
Other: _____	☐	☐	

PREFERRED VENDOR AGREEMENTS

VENDOR	SERVICE / TRADE	AGREEMENT TYPE (ANNUAL / PROJECT / ON-CALL)	START DATE	END DATE	NOTES

VENDOR PERFORMANCE TRACKER

CRITERIA	RATING (1–5)
Quality of Work	
Reliability / On-Time	
Communication	
Cleanliness / Professionalism	
Cost / Value	
Overall Satisfaction	

Comments:

_____

_____

_____

EMERGENCY CONTACTS (AFTER HOURS)

Plumber: _____ Phone: _____

Electrician: _____ Phone: _____

HVAC: _____ Phone: _____

Roofing: _____ Phone: _____

Other: _____ Phone: _____

Other: _____ Phone: _____

SERVICE AGREEMENT RENEWAL TRACKER

VENDOR	SERVICE / TRADE	RENEWAL DATE	STATUS (PENDING / RENEWED)	NOTES

NOTES & ADDITIONAL INFORMATION

_____

_____

_____

_____

EAG ELLIS —PROPERTY GROUP—

SECTION 12

MOVE-OUT DOCUMENTATION

ELLIS PROPERTY GROUP LLC

MANAGE. PROTECT. GROW.

Document the move-out process, condition of the property, costs, and all communications.

MOVE-OUT CHECKLIST

Property Address: _____

Tenant(s): _____

Move-Out Date: _____ Lease End Date: _____

TASK	COMPLETED (Y / N)	DATE COMPLETED
Tenant provided written notice	☐	
Move-out inspection scheduled	☐	
Move-out inspection completed	☐	
Keys / access devices returned	☐	
Utilities final readings obtained	☐	
Mail forwarding address provided	☐	
All personal property removed	☐	
Property left broom clean	☐	
Repairs / cleaning identified	☐	
Photos taken	☐	
Security deposit accounting completed	☐	
Refund issued / sent	☐	
Tenant correspondence filed	☐	
Final documentation filed	☐	

NOTES: _____

PHOTO DOCUMENTATION

BEFORE TENANT MOVE-OUT

PLACE PHOTO HERE | PLACE PHOTO HERE

PLACE PHOTO HERE | PLACE PHOTO HERE

PLACE PHOTO HERE | PLACE PHOTO HERE

AFTER TENANT MOVE-OUT

PLACE PHOTO HERE | PLACE PHOTO HERE

PLACE PHOTO HERE | PLACE PHOTO HERE

PLACE PHOTO HERE | PLACE PHOTO HERE

ADDITIONAL NOTES: _____

SECURITY DEPOSIT ACCOUNTING

Tenant(s): _____ Lease End Date: _____ Move-Out Date: _____ Security Deposit Received: $ _____

DEDUCTIONS

DESCRIPTION	DATE	AMOUNT ($)	RECEIPT / INVOICE #
TOTAL DEDUCTIONS		$ _____	

REFUND SUMMARY

Security Deposit Received	$ _____
Add: Interest (if applicable)	$ _____
Less: Total Deductions	$ _____
TOTAL REFUND DUE TO TENANT	$ _____

Date Refund Issued: _____

Refund Method: ☐ Check ☐ Electronic ☐ Other _____

Check / Transaction #: _____

NOTES: _____

REPAIR INVOICES

DATE	VENDOR / CONTRACTOR	DESCRIPTION OF REPAIR	AMOUNT ($)	INVOICE #
		TOTAL REPAIR COSTS	$ _____	

TENANT CORRESPONDENCE

DATE	TO / FROM	METHOD (EMAIL / MAIL / TEXT / PHONE)	SUBJECT / SUMMARY	ACTION / FOLLOW-UP

NOTES: _____