

CHECKLIST FOR NEW OWNERS

- » Current leases
- » Balance due on accounts (tenant ledgers)
- » Lead certifications
- » All lead registration information for the property
- » Property Registration information (Baltimore City)
- » Multi Family Dwelling License information
- » Contracts or maintenance policies on property
- » Snow removal for property?
- » Grass cutting/landscaping for the property?
- » Any Section 8 or subsidized tenants?
- » How many electric/gas meters?
- » Keys
- » Signed Management Agreement
- » If Owner wishes to have the water bill, tax bill, and environmental notices sent to American Management, the mailing address for the property needs to be changed with Baltimore City and SDAT to:
American Management
2903 N. Charles St.
Baltimore, MD 21218
- » Tenants will put BGE service in their name
- » All properties must be properly registered with MDE and Baltimore City. American Management will do the initial registrations for an additional fee.