



Kamps Realty Post-Acquisition Checklist



**FIRST PLACE
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Post-Acquisition Checklist

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Introduction

The period immediately following the acquisition of an investment property can be trying. The elation and excitement of landing a deal quickly turns into stress during the conditional period where financing approval and a favourable inspection are desired. Possession day is exciting as you walk through the latest edition to your portfolio, however, that is the moment when the real work begins.

Acquiring and onboarding tenants, scheduling maintenance, and performing repairs are among the less glamorous post-acquisition tasks an owner must ensure are completed. You can go through this process haphazardly and waste hours of their time going back and forth, make a dozen visits to the home improvement store, or pay penalties on expenses and taxes that could have been avoided through a little forethought, organization, and planning.

The intent of this publication is to provide an aide-memoire in the post-acquisition phase of your purchase and point you to items that will save you time and money as an investor.

Checklist Items

Table 1: Post-Acquisition Checklist

Area of Concern	Tasks
Maintenance	<ul style="list-style-type: none"> • Install numeric keypad deadbolt and construction lockbox for any other locks. This will save copious amounts of your time dealing with tenants who lose keys or letting in maintenance personnel and contractors. Have separate codes for the you, the tenants, and contractors so you can check who has entered the property on the lock's log • Fix holes or missing boards in fences • Lubricate the garage door. Nobody will do this except for you • Schedule service calls for HVAC systems • Write down size of furnace filter
Appliances	<ul style="list-style-type: none"> • Assess remaining life on all appliances that came with the house. Estimate the cost of replacement and divide by the number of months between now and when a replacement will be required to determine the amount you must save monthly • Write down model and serial numbers for all appliances • Register any newly purchased appliances for warranty purposes or to obtain alerts about recalls
Utilities	<ul style="list-style-type: none"> • Register for automatic withdrawals or charges • Research and decide on fixed, variable, or hybrid pricing for electricity and natural gas
Property Taxes	<ul style="list-style-type: none"> • Register your property online with the municipal tax authority. You will need proof of ownership and may need to wait until your interest is registered with the Land Titles Office • Check property tax balance for any anomalies. Register with monthly payments if desired
Communications	<ul style="list-style-type: none"> • Put tenants' numbers into your phone. End their name with their street #
Administration	<ul style="list-style-type: none"> • File all documents, such as purchase documents inspection reports, warranty cards, leases, and manuals, in paper and electronic formats

Sample Property Form

Table 2: Security Information

User	Code
Master	777908
Tenant	1690
Contractor	1565
Landlord	7291

Table 3: Maintenance Information

Item	Size
Furnace Filter Size	16 x 24 x 1

Table 4: Appliance Information

Appliance	Manufacturer	Model#	Serial #	Purchased	Warranty Expiration
Refrigerator	Samsung	MFG001SD01	WJ00ASF03014	Home Depot, August 2022	August 2024
Stove					
Dishwasher					
Washer					
Dryer					
Other					
Other					

Table 5: Savings Plan

Item	Installation Date	Estimated Life	Estimated Replacement Date	Estimated Replacement Cost	Monthly Savings Amount
Refrigerator	2016	10 years	2026	\$1600	\$33
Stove					
Dishwasher					
Washer					
Dryer					
Furnace					
Hot Water Tank					

Publications

Read my other publications for more information about the Calgary real estate market and home ownership:

- [Guide to Owning an Investment Property](#)
- [A Real Estate Strategy for First Time Home Buyers](#)
- [The Impact of the Green Line on Real Estate Values](#)
- [The Impact of the Calgary Event Centre on the Calgary Real Estate Market](#)
- [A Guide to Home Ownership](#)