

Landlord Notice Readiness Checklist

A practical pre-flight for a notice that needs a clear record, a confirmed timeline, and an accountable next step.

Use this before a notice moves forward

This worksheet helps an operations team assemble the facts and handoffs around a notice. It is not a substitute for jurisdiction-specific review or legal counsel.

Operating principle: pause at the first missing fact. A fast notice with an unclear record creates more work downstream.

01 / Matter snapshot

Property / unit

Resident / account reference

Owner / internal lead

Review date

Target next action

Escalation contact

02 / Record readiness

- ☐ Lease and relevant addenda located
- ☐ Current ledger or balance source identified
- ☐ Prior communications gathered in one place
- ☐ Relevant event dates reconciled
- ☐ Notice type and required timing confirmed for review
- ☐ Service method and proof-of-service plan documented
- ☐ Recipient details checked against the record
- ☐ Open accommodation or escalation flags routed

Timeline & handoff

Make the next move visible to the person who owns it.

03 / Timeline audit

Write dates as facts. Note the source for anything that may be disputed.

Event / source / date / owner

04 / Handoff brief

What happened?

What is confirmed?

What still needs review?

Who owns the next action, and by when?

Release gate

- ☐ The record has a single source of truth
- ☐ The next action and owner are explicit

☐ Open questions are flagged, not assumed

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☐ Appropriate legal or internal review is complete

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