



OWNER RENTAL READY CHECKLIST

Dear Owner:

When a property is rolled over from an owner-occupied property to a tenant rental property, or from tenant to tenant, we strive to have the property be in the best condition possible for future residents. The cleaner and well-prepared your property is at the beginning of a lease, the better chances for a tenant to maintain that standard.

When tenants vacate your property – they will also be held to these move out standards (*minus normal wear and tear*).

Below is a checklist we ask you to follow in preparing your home for a new resident. If you need help in this preparation or we find that these items need to be completed before tenants can occupy the property, we will use our vendors to finish up any outstanding items. These expenses will be deducted from the first month rent payment.

Reminders:

- ✓ Notify all applicable utility companies of our management agreement and set up landlord account with them.
- ✓ Notify HOA of our management agreement and request all HOA violations are sent to us. (*if applicable*)
- ✓ KEEP FURNACE ON (temperature set to 60 HOLD), when vacating during months Sept-May

CLEAN CARPETS: carpets must be professionally cleaned with a truck mounted system

DEEP CLEAN: Home must be cleaned to “hotel room clean” standards. See separate move out clean checklist. We encourage owners and tenants to hire a professional cleaning company to do this. Our preferred cleaners are Sparklean 720-936-0411 and EE Cleaning 719-231-6347

- **Remove** all contents and trash from the home. This includes but is not limited to: drapery hardware, curtains/drapes, shower curtains, plungers, hoses, ladders, landscaping tools, cleaning chemicals, cleaning supplies, fireplace tools, grills, doormats, etc. Any items left may be trashed by management at the owner’s expense. NOTE: if you leave any items, we are setting the standard for tenants to do the same. However, do let us know if there are special needs for the home requiring certain items or chemicals be left.
- **Leave** any extra building supplies, paint or operating instructions/manuals
- **Leave** 2 garage door remotes (programmed) and 4 complete sets of house keys
- **Leave** remotes for ceiling fans, fireplace, lights, etc. (*if applicable*)
- Walls: Must be clean. Remove all nails/anchors/tv mounts. Patch holes. Touch up paint throughout
- Stairs, railings and handrails, both inside and outside, must be secure
- Bulbs: replace burned out lightbulbs throughout (including exterior fixtures, oven, vent hood, microwave, refrigerator)
- Light fixtures: replace any missing or cracked globes or fixture covers
- Outlets & switch covers: replace any missing or broken outlet or light switch covers
- Electrical: ensure all lighting and outlets are working

- Smoke Alarms: Replace any alarm older than 10 years. Change batteries in all alarms. At a minimum, a smoke alarm must be installed on every level of the home. This can vary dependent upon the age of the home
- Carbon Monoxide detectors are required within 15' of every sleeping area. Plug-in type CO detectors with a battery backup are preferred
- Disconnect any security system in the home and remove all related hardware
- Fireplace: wood-burning fireplaces must be cleaned and inspected

Windows/Doors

- Doors: all exterior doors must properly lock (storm doors excluded)
- Ensure all doors have appropriate interior doors stops
- Windows: all windows must open/close properly and lock properly
- Remove all curtains/drapes
- Window screens: ensure all windows have screens intact and free from large tears
- Slider kitchen/patio doors must have slider screen
- Replace any broken glass
- Ensure any existing window blinds operate correctly and are in good condition

Bathrooms/Kitchen

- Refer to separate cleaning check list
- Re-caulk and re-grout where necessary
- Ensure all plumbing is working with no leaks
- Ensure garbage disposal is operational
- Repair any running toilets
- Replace stained/torn toilet seats
- Remove all cleaning chemicals and supplies

Appliances/Mechanical

- Ensure all appliances work properly
- Replace furnace filter and leave a couple extras
- Leave any applicable appliance or mechanical systems manuals

Exterior/Yard/Garage

- Remove any animal feces from yard
- Remove all exterior decorations
- Remove all garden hoses
- Remove all landscaping tools/supplies/chemicals
- Trim/prune all trees and shrubs
- Mow and weed grass within 3 days of move out (*if applicable*)
- Ensure all exterior light fixtures are working with working bulbs
- Ensure garage door opens/closes correctly (leave 2 programmed remotes)
- Deck and fencing must be in good repair and stable
- Remove trash/debris from window wells

SEE SEPARATE MOVE OUT CLEAN CHECKLIST

*****REMOVE ALL CLEANING SUPPLIES, CHEMICALS, LANDSCAPING CHEMICALS (if you leave any items, we are setting the standard for tenants to do the same. However, do let us know if there are special needs for the home requiring**

certain items or chemicals be left) - KEEP FURNACE ON (temperature set to 60 HOLD), when vacating during months Sept-May