



OWNER MAKE RENT READY GUIDE

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 and for the home to be move-in ready. 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.

NOTE: **we require 14-day vacancy in-between occupants** to ensure the home is rent ready, schedule vendors if necessary and properly document the condition of the home.

Reminders:

- ✓ Notify all applicable utility companies of our management agreement and set up landlord account
- ✓ Notify HOA of our management agreement and request all HOA violations only, are sent to us. (*if applicable*) Notices about board meetings, assessments, HOA dues etc should be sent to the owner.
- ✓ KEEP HEAT ON (temperature set to 60 HOLD), when vacating during months Sept-May

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

SCHEDULE INTERIOR DEEP CLEAN: Home must be deep cleaned using a professional cleaning company. Tenants are also held to this requirement. Please schedule your move-out deep clean with any vendor of your choice.

Vendor Recommendations:

Interior Deep Clean – [Sparklean Cleaning Services](#)

Interior Deep Clean - Tidy Coop <https://www.tidycoop.com/> (719)-422-6717

Interior Deep Clean - OCD Original Cleaning Doctor LLC Theoriginalcleaningdoctor@gmail.com (719) 213-9240

Carpet Cleaning & Repairs – [Premier Carpet Cleaning](#)

Vendor who do **both** interior deep clean and carpet cleaning -

[CRM Best Cleaning 719-347-1390](#) (they offer yard clean up and window cleaning as well)

Dog Waste pick up – [The Poop Happens](#)

Trash Haul (no job too small) – [Pikes Peak Junk Removal](#)

*****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)

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General

- Remove all contents and trash from the home. This includes but is not limited to: 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
- **Disconnect from your account any Ring doorbell or comparable doorbell.**
- **Remove** all security hardware throughout.
- **Leave** 2 garage door remotes (programmed) and 4 complete sets of house keys
- **Leave** remotes for ceiling fans, fireplace, lights, etc. *(if applicable)*
- **Walls/Paint:** Read our [Wall Repair Guide](#), posted on our website. Walls must be clean. Remove all nails/anchors/tv mounts. Patch holes. Touch up paint throughout with **no mis-matched paint.**
- **Stairs, railings and handrails** - both inside and outside - must be secure
- **Windows:** blinds required on all windows requiring privacy
- **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 7 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. **! One CO alarm is required on every level of the home.**
- Disconnect any security system in the home and remove all related hardware
- **Fireplace:** wood-burning fireplaces must be cleaned and inspected. Wood-burning fireplace(s), if operational, shall be clean of any debris and have a fireplace screen or heat-proof glass doors installed. If non-operational, the fireplace opening on the interior of the home shall be permanently sealed with an aesthetically pleasing material.
- **Mechanical:** all mechanical components, including appliances, must be working as designed

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
- **Install blinds** on all privacy windows. (this provides a move-in ready home and eliminates the need for tenants to drill into walls/trim)



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- Window screens: ensure all windows have screens intact and free from large tears
- Slider kitchen/patio doors must have slider screen. Install vertical blind.
- Replace any broken glass
- Ensure any existing window blinds operate correctly and are in good condition
- **Disconnect from your account any Ring doorbell or comparable doorbell.** The doorbell may stay, so long as tenant can connect their account.
- Remove all security hardware throughout (optional)

Bathrooms/Kitchen

- Refer to separate cleaning check list
- Remove any drawer or shelf liners
- 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

- All mechanical components in the home must be working, as designed
- Ensure all appliances work properly, as designed
- Replace furnace filter and leave a couple extras
- Leave any applicable appliance or mechanical systems manuals
- **Fireplace:** wood-burning fireplaces must be cleaned and inspected. Wood-burning fireplace(s), if operational, shall be clean of any debris and have a fireplace screen or heat-proof glass doors installed. If non-operational, the fireplace opening on the interior of the home shall be permanently sealed with an aesthetically pleasing material.
- **Install valve caps to both washing machine water valves** (after they are removed, if applicable) See image.
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Exterior/Yard/Garage

- Window wells covered. To reduce the risk of injury and your liability, we strongly recommend all window wells are covered.
- 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



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- Ensure garage door opens/closes correctly (leave 1 programmed remote per space. For example: 2 car garage requires 2 remotes, 1 car requires 1, etc)
- Deck and fencing must be in good repair and stable
- Remove trash/debris from window wells

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