

Get Ready to Rent Checklist

Property: _____ Start Date: _____ Ready Date: _____

Initial Clean Up:

- _____ Turn down Water Heater
- _____ Bag and Haul Trash
- _____ Spray for bugs
- _____ Put out Glue Traps
- _____ Change / Re-key locks
- _____ Sweep walls for cob webs
- _____ Change light bulbs (qty) _____
- _____ Remove Bad Carpets

Roofing / Framing / Struct:

HVAC / Plumbing:

- _____ Test Furnace
- _____ Test AC
- _____ Change Furnace Filter (sz) _____
- _____ Spray AC Compressor
- _____ **Super** Flush Hotwater Heater
- _____ Sink / Faucet Repair: _____
- _____ Shower Head: _____
- _____ Toilet: _____
- _____ Toilet Seat: _____
- _____
- _____
- _____

Electric:

- _____ Check / replace bad plugs
- _____
- _____ Check / replace bad switches
- _____
- _____
- _____ Light / Fan Fixtures
- _____
- _____
- _____ Covers: Switches _____
- _____ Covers: Plugs _____
- _____

Bathroom:

- _____ Tub / Shower _____
- _____ Exhaust Fan? _____
- _____

Kitchen:

- _____ Cabinets _____
- _____ Open and shut properly _____

Flooring:

Walls / Ceiling:

- _____ Patching
 - _____
 - _____
 - _____
- _____ Spackle or painters caulk _____
- _____

Doors / Windows / Trim:

- _____ Door Repair
 - _____ Open and shut properly _____
 - _____ Door Stops _____
- _____ Tighten Door Knobs
- _____ Window Repair
- _____
- _____ Screen Repair _____
- _____ Trim Repair
- _____
- _____

Outside:

- _____ Clean Gutters
- _____ Ant / Termite Pellets _____
- _____
- _____

Paint: Log Rooms and dated painted

Other:

- _____ Fire Extinguisher Charged? _____
- _____ Smoke Alarms date _____
- _____ >5 yrs replace, date with sharpie
- _____
- _____
- _____

Note

Final Cleanup prior to showing:

Address _____ Date of Clean up _____ Show Ready Date _____

Door Locks

Work completed by: _____

- Locks work properly
- 4 total sets of keys
 - 2 sets for renter
 - 1 set for Rick
 - 1 set for Master Ring at office

Living Room

- Wipe down walls and trim
- Vacuum/mop floors

Kitchen

- Wipe down all counters
- Clean Sink
- Vacuum/Wipe out cabinets
- Clean floors

Bedroom

- Wipe down walls and trim
- Vacuum/mop floors

Bathroom

- Tub/Shower – Clean/wipe
- Toilet – Clean
- Clean sink/vanity
- Clean floors

HVAC

- Test Furnace and A/C
- Clean outside unit
- Filter – Install clean filter and **3 months filters stocked**

All House

- Remove Glue traps
- Spray for Bugs (again)
- Yard work
- Remove Trash – Leave small trash bag with empty liner until rented
- All lights work (bulbs in all fixtures)
- Smoke Detectors Installed? _____ Date _____
- Fire Extinguisher Installed? _____ Charged _____

Note items to watch for future improvement:
