



# LANDLORD MAINTENANCE CHECKLIST

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- Before a tenant takes occupancy, be sure all appliances are in working condition, all light fixtures/bulbs are working, all doors and windows are in working/locking condition, the chimney has been inspected and swept, the HVAC unit has been inspected and serviced and new filters have been installed.
- Check the manufacture date on your smoke/carbon monoxide detectors. If they're getting close to the expiration date, go ahead and install new ones.
- Blow off the roof and clean out the gutters.
- Prune trees/shrubs, mow/rake the yard, and make sure a defensible space has been set up in accordance with the county regulations.
- Check the drainage/plumbing in all areas of the house to ensure water is flowing freely and there are no leaks or signs of water damage.
- Be sure to check the shower caulking/grout for gaps or cracks and fill or re-caulk as needed.
- Drain the hot water heater to eliminate any sediment that may build up and cause clogs or damage to the plumbing system.
- Clear the cobwebs under all the eaves and around windows. This is a good time to check for wasps nests or other signs of pest intrusion. Call a pest control company, if necessary.
- Clean windows (inside and out), window screens, tracks, sliding glass doors and tracks, blinds/window coverings, and baseboards.
- Deep clean the house before tenants move in. The condition tenants receive a home in is the condition they're expected to return it in, so be sure to set a good precedent from the beginning.

\*Note: This list is not comprehensive. Please reach out to us for a copy of our Cleaning Checklist and Make Ready Guidelines for more detail.