

Move in Checklist for Owners

Cleaning: Tenant retention begins the first day a tenant moves into a property. One of the most controllable factors is the condition of the property. You only get one chance to make a good first impression.

- *We suggest having the property professionally cleaned
- *All carpets must be professionally cleaned
- *Clean all appliances inside and out, make sure they are in working order
- * Dust/Clean the blinds and make sure they are working
- *Inspect and Clean/Wipe out all closets, drawers, cabinets, baseboards and cupboard fronts
- *All floors should be cleaned and mopped
- *Patios and balconies are to be swept off
- *Pay special attention to bathrooms and kitchens: scrub floors, counters, showers, tubs, sinks, toilets and mirrors.
- *Front/Back yards – Make sure to mow and trim, weed, prune the trees, fix any broken sprinkler heads

Other Items:

- *Rekey the property and re-code any alarms or garage codes
- *All Exterior doors require a deadbolt
- *Provide our office with remotes and keys to the property
- *Provide HOA Rules and Regulations/ CC&Rs if applicable
- *Patch or repair holes in walls
- *Re-paint or touch up paint if needed, use neutral colors
- *Replace burnt out light bulbs, nonworking batteries and dirty air filters
- * Operating smoke detectors and carbon monoxide alarms
- *The water heater is secured with two straps
- *Operating blinds for all street facing windows
- *Clean/Inspect fireplace to ensure it is safe for use
- *Check appliances, electrical outlets, windows, and doors
- *Label the electrical panel v Where needed repair or replace torn screens
- *Check that the caulking around the tub, sink, and shower is in good condition
- *Check for leaks in the bathrooms, and kitchens
- *Windows/sliding glass door tracks are cleaned and working
- *Fences are not leaning or missing boards
- *Fence gates are operational
- *Lawn maintained while property is vacant