

WINDSOR PACIFIC PROPERTY MANAGEMENT PREPARING YOUR PROPERTY

If this is your first rental property or your 100th one, you can use the following checklist to help you achieve “market ready” status for your property:

1. Fresh paint throughout or make sure the walls, ceilings and woodwork are clean and free of marks, scuffs, stains, cobwebs, etc.
2. Carpet should be professionally shampooed. No large and dark stains. No tears or frayed areas (trip hazard).
3. Make sure all smoke detectors have been tested and have fresh batteries
4. Install Carbon Monoxide Detector(s) on each level of your property
5. Make sure all appliances are safe & in good working order. If the appliance is in the property, it must be safe and operable.
6. All doors and windows close, roll & **lock** properly. No cracked windows. All main entry doors (front door and back door) must be fitted with one dead bolt lock. All deadbolts must be single sided (keyed only one side). All windows must lock. All interior doors must NOT have locking knobs (except bathroom doors).
7. Make sure all plumbing is in good working order. Check for leaky faucets, running toilets, etc.
8. Update the caulking and/or grout in your bathroom(s) and kitchen as needed.
9. Leave the property completely empty, including garage, shed, attic, etc. Please do not leave any gardening tools, ladders, lawn mowers, etc.
10. Install door stoppers in all doors.
11. Check all light fixtures, light switches, electrical outlets etc. Make sure all light bulbs are working.
12. It is recommended to leave the cleaning to the professionals. Hiring a professional cleaning company assures that all cleaning is done and saves time. They clean the stove, oven, refrigerator, microwave, dishwasher, vinyl & tile floors, windows, shower, tub, light fixtures, sinks, shower doors, toilets, drawers, cabinets, baseboards, mini blinds, etc.
13. Exterior: irrigation system, fences, gates, roof, gutters, patio covers, etc. should be in good condition. Walkways, hard escape, etc. should be free of trip hazards.

(The above may not be all inclusive. It has been prepared to help you put your rental property in “market ready” condition)

If you have any questions about the above, please contact our office at your earliest convenience at 925-248-5030.