

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 should 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, non-working 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
- ❖ 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