



Grand Realty Group, Inc.

Property Management. Rentals. Sales.

RENT READY CHECKLIST

We are ready to find a new resident for your property! The better the condition of the property, the more rent we can get, the sooner it will rent, and the higher quality residents it will attract. The outside needs to have nice curb appeal for prospective residents to want to see the inside of the property and apply to rent. The following checklist is for your convenience so that we can make this transition run very smoothly. If you need help having these items completed we can arrange for our maintenance team to provide an estimate.

COMPLETE CHECK LIST TO ENSURE YOUR PROPERTY IS RENT READY:

EXTERIOR:

Required:

- Mowing, weeding, pruning as needed also trim any dead and low-lying tree branches (Unless winter, and will need spring cleanup)
- Check the condition of the gutters, roof, downspouts
- Clean gutters if needed
- Nail down or replace any deck boards that are loose or warped
- Rescreen any torn screens
- Fence is in good repair
- No exterior debris
- Exterior window wells require covers

Recommended:

- Siding is free of mildew

INTERIOR:

Required:

- Professionally clean the house, carpets, windows, blinds, appliances, light fixtures, fans, and vents
- All painted surfaces fresh with no mis-match touch- areas or holes and repainting must be done corner to corner
- Clean or paint dirty/stained walls
- Replace ALL burned out light bulbs
- Have your fireplace inspected and cleaned if it has not been done in the last year
- Have the furnace/A/C serviced to avoid any expensive cost later
- REPLACE air filters with new filters, we recommend having a year supply of filters at the property
- Please make sure that all appliances are in working order
- Plumbing (i.e. toilets are in working order and not running)
- Sump pump is functioning correctly
- Electrical fixtures are in working order
- Any other minor miscellaneous repairs should also be made prior to transition to property management. (i.e. recaulk bathroom vanities, sinks, tubs, shower bases, kitchen sinks ect.)



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Recommended:

- Consider painting rooms that are not a neutral color
- Replace any worn carpet or vinyl

SAFETY:

Required:

- Confirm all smoke and carbon monoxide detectors are in working order and are not expired (less than 10 years). These need to be a minimum of 15 feet from every sleeping area.
- REPLACE batteries with fresh new ones
- Carbon monoxide detectors are a new requirement for rental properties, one per floor (or depending on requirements of rental certification) If you have any questions on how many are required, locations within the unit and/or installation we are here to help.
- All stairs inside and outside property are in good repair

Additional info:

Required:

- Change your insurance policy to a landlord policy and add Grand Realty Group as additionally insured**
- Provide (3) sets of house keys: (2) keys for tenants, (1) key for Grand Realty Group
- Provide (2) sets of mailbox keys (if you have a keyed box)
- Provide (2) garage door remotes and (2) sets of any other applicable remotes or keys
- Code for garage door key pad (If you have a key pad)
- Please ensure to set up landlord revert with utilities companies
- Complete PM paperwork including W9 & direct deposit
- Provide all HOA information including rules & regulations, property manager's name, and contact information.

Due to liability concerns the following should be done before a move in and tenant will not be required to preform and will be done by a professional contractor and charged to you the owner:

- **Dryer vent cleaning**
- **Gutter cleaning**
- **Ceiling fans or light fixtures over 8 ft**
- **Other maintenance deemed to be a liability**