



Property Management & Brokerage

# The Homeowner's Guide to Preparing Your Property for Rent

## Using Uptown Properties



Get your rental property off on the right foot with these steps

### HOME OWNER CHECKLIST

- Carpets should be professionally cleaned and in good condition with no pet odor. We are able to hire a professional cleaner- just let us know!
- Premises interior and exterior should be in 'move-in' condition no less than 3 business days prior to the lease start date.
- All windows and sliding glass doors should operate and lock properly with screens in good condition.
- All appliances and other systems related to the premises should be clean and in good condition: refrigerator, stove, dishwasher, microwave, disposal, air conditioners, heaters, A/C system, garage door openers.
- All plumbing and fixtures should be in good condition and working properly.
- All bathroom and kitchen tile should be properly caulked or grouted with no loose tiles or cracks.
- Window treatments are a should be in clean and working condition.
- All electrical outlets and switches should be working properly and have cover plates.
- The air conditioning system:  
should be in good working order, properly charged, coils clean, drain line open, new filter installed, duct work in good condition, vent registers clean and adjustable.
- Smoke alarm properly installed in bedroom areas and in proper working order.
- Fire extinguisher-five pound-on the premises and properly serviced.
- All light fixtures should have light bulbs and be in proper working order.
- Ceiling fans if any, should be clean and in proper working order.
- Smell and Odors:  
the property should smell clean and pleasant. It should not smell of mold, mildew or pets. Smell or odors are the first thing a prospective tenant will notice when entering a property.
- Check all Closets and Storage Areas:  
are the doors and closets in good shape? Check rods, hooks, shelves and lights.
- The walls and floors should be clean.
- Yard:  
irrigation system if any, should be in good working order. Recently mowed
- House number should be properly displayed on the front of the house as well as any street mailbox.
- Roof should be free from any leaks.
- All debris, trash, discards should be removed from the premises, including the attic.
- All exterior door locks should be changed between occupants.
- Redirect your mail, or inform Uptown Properties of the forwarding address of your previous tenant.
- Remotes (Gate Access, Garage) ensure all remotes have new batteries and are left within the home.
- Pool/Spa Maintenance:  
all swimming pools must have a continuous safety barrier maintained by the pool owner that restricts access by young children to the pool. Ensure your fencing and pool equipment complies with the current legislation. Uptown Properties encourages all owners to include monthly pool maintenance. Please discuss this with your property manager who can recommend pool care providers.
- Copies of all warranties, service contracts, HOA information, termite and/or pest control contracts should be provided to Uptown Properties

Questions? Feel free to give us a call! 503.941.0276