



# LIVING ROOM

## PROPERTY MANAGEMENT

### RENTAL PREPLIST

*Preparing the home for a great set of Tenants!*

#### KITCHEN:

- All mechanical components must be working as designed.
- Refrigerator - Clean, don't forget the top, rubber gaskets and the vents. Replace water filters if applicable, tighten handles. Pull out the refrigerator and clean the sides and behind the appliance.
- Sink - Clean, remove water stains from faucet and bowl, clear slow drains, have porcelain chips sealed, clean out aerators, ensure hot and cold water work properly, no leaks from faucet or pipes, fresh bead of caulking. Drain plug available. Disposal cleared and rubber disposal guard is in good condition.
- Stove/Oven - New drip pans installed, tighten any loose handles, new filter in the range hood. Clean- don't forget to lift the lid, wash the sides and remove the drawer to clean under the appliance. Light bulbs working. Provide any special cleaners required to maintain the appliance if applicable. Special convection dishes must be noted.
- Cabinets- Clean, replace warped or missing shelves, ensure drawer tracks work properly, tighten knobs and loose hinges. Paint/sand to remove heavy grime or chipping paint.
- Countertops- Clean, grout cleaned or freshly installed, new caulk along backsplash, fill any chips or secure peeling laminate that catch. Provide special cleaners required to maintain the countertops if applicable.
- Dishwasher - Clean, remove food that's collected along the bottom, ensure all racks roll in and out easily. Ensure all racks are present and in good condition.
- Microwave- Clean, light bulbs working.

#### BATHROOMS:

- Sink - Clean, remove water stains from faucets and bowl, clear slow drains, no leaks from faucet or pipes, plugs in place, medicine cabinet cleaned out, mirror shined.
- Toilet- Clean including the base, replace stained/worn toilet seats, ensure toilet is not running, or wobbly. A fresh bead of caulk along floor, replace corroded bolts. Toilet should easily provide a fully cycled flush.
- Tub/Shower- Clean, remove water stains from faucets, tub and glass/tile, clear slow drains, shower head has a good flow of water, remove shower curtains, tub plugs are provided and working, freshly caulked, chips in porcelain have been filled.

#### LIVING ROOM/DINING/BEDROOMS:

- Fireplace- Chimney recently serviced/cleaned, proper screens and metal log holders provided, Cleaned. Pilot light lit. Flu opens and closes with ease.
- Baseboards - Dust and wipe down
- Closets/Linen- Hanging bars are installed and secure, bowed shelving is replaced, light fixtures work properly, closet doors work correctly. Don't forget to paint inside the closets.

#### GARAGE:

- All mechanical components must be working as designed.
- Sweep, remove cobwebs, remove all personal items, ensure the space can be secured.
- Provide keys and garage door remotes (2 minimum)
- Ensure electronic garage door openers have a working safety sensor

#### BASEMENT/LAUNDRY:

- Clean, remove cobwebs, remove all personal items, ensure proper handrails are installed on both sides of the stairs, replace all light bulbs.
- Clean laundry thoroughly, including the rubber gaskets, agitator, soap dispensers and lint traps. Lint screens in good condition, dryer hose in good condition and working properly, clean out lint build up in exterior dryer vent. Washer drains are clear, hot and cold water are properly set up.

#### OVERALL:

- All mechanical components must be working as designed.
- Hard Surface Floors - Fully cleaned, swept and mopped. Grout cleaned or freshly installed, wood floors finished so there are no splinters or loose boards. Provide any special cleaners or wax needed to maintain the floors.
- Carpets- Professionally cleaned by truck mounted machine. Keep records of the last replacement and the style of carpet in the event of possible replacement.
- Basetrims - Dusted and wiped down. Replace missing/damaged pieces
- Windows- Clean tracks, glass (inside and out), blinds. Screens installed, curtain rods anchored in, locks working. Blinds and/or curtain rods should be provided and securely preinstalled on all windows that would require privacy. For fire exits and egress, windows must function properly (stay up without support, open and close with ease in all weather conditions). Cracked glass should be replaced.
- Paint- Fresh paint is best! Fill all nail holes, properly texture previous patches, provide touch up paint and information on paint colors for tenants. Don't forget doors and trim.
- Locks- Living Room will arrange a lock change at the owner's expense. Each exterior door will be changed to a *matching* lock set. Deadbolts must be installed on all exterior doors.
- Doors- Clean, painted if necessary, key locks removed from interior doors, privacy locks on master bedroom and all bathrooms. Front door peep hole is installed and working. All deadbolts must have an interior thumb latch (no double sided key locks).
- Breaker Box(s) - Make sure the metal doors shut correctly and all breakers are labeled.
- Light Fixtures- Remove all bugs, replace light bulbs, dust. Ensure light switches and pull chains work correctly.
- Vent Covers- Full clean, replace damaged wall and floor vent covers.
- Smoke and Carbon Alarms- Installed per Oregon Law.
- Alarms- Provide LRPM with any active alarm codes.
- Furnace/Heaters/AC/Mini Splits- All working as designed. Install a new filter. Provide additional filters. Fill the oil tank if applicable. Vents cleaned, exterior systems maintained, grates in good condition.
- Portable AC units should be removed from the home.
- Dehumidifier - Installed in all musty rooms, damp basements, and areas prone to mold growth. The machine should be set up to automatically drain (no manual dumping).

#### EXTERIOR:

- Lawn maintained.
- Bushes/trees trimmed away from the roof line and the building to prevent pests.
- Gutters in working condition and cleaned.

- Exterior paint in good condition, no peeling or bubbling.
- Front and back entrance free of cobwebs.
- Exterior light fixtures work.
- Remove moss build up from decks, sidewalks, rooftops and driveways.
- Major trip hazards repaired in sidewalks, driveways and decks.
- Mailbox provided, multiple copies of the key if necessary.
- Water features cleaned and working if applicable.
- Hot Tubs/ Pools - Living Room does not manage homes with these features.
- Play structures - Unsafe or aged play structures should be removed.
- Trash/Recycling/Glass/Compost bins provided and emptied.
- Fences and gates are secure and in working condition.

ADUs (when leased separately from the main home):

- There must be clear separation between the main house and the ADU.
- Clear walkways and privacy fences. Shared yards are not ideal.
- Each household must have their own garbage bin with private or common area access (recycling and yard debris cans can be shared when appropriate).
- Each household must have their own accessible mailbox.
- Clear access for package delivery to the individual units.
- Each unit **must** be on its own electric and gas meters (water is fine to share).
- Each unit must have 24-7 access to its own electric panel/fuse box without the need to access another private residence.
- Cable/internet must have been set up in advance for each unit to set up its own service.

Multiple Unit Properties:

- Cleanout all common areas (laundry rooms, garages, storage rooms). Be prepared to do an annual clean out of these spaces where tenant's items tend to collect.
- On-site parking spaces, garages and storage units must be clearly labeled.
- Shared laundry rooms should be serviced and cleaned quarterly.

*Are there any additional maintenance related items that need repaired?*