

Residential Rental Property Maintenance Checklist

Please check for all of the following, during swamp cooler maintenance visits, and at least once per year. Take notes and document findings with photos:

PROPERTY ADDRESS: _____

EXTERIOR

- Rotten wood on siding/fascia/soffit
- Skirting (condition/missing panels/gaps)
- Exterior paint condition
- Roof condition (leaks/breaks in rolled roofing, missing shingles, needs elastomeric paint)
- Railings, porches, and steps safe/secure (anything loose, broken, rotten)
- Entry lighting present, working, has bulbs (tenant responsible for bulbs)
- Entry doors (damaged, framing OK, knobs and locks working, weatherstrip present)
- Windows (damaged, operable, lockable, screens/measure for sizes if missing)
- Yard being maintained (grass/weeds cut/sprayed, bushes/trees trimmed, clutter/junk/trash or inoperable vehicles present/need to be removed, tenant is responsible for all items on this bullet)
- If garage or shed present, check for junk and garbage accumulation and check that doors function. Tenant required to open sheds and garages for viewing/access.
- Fences and gates condition

Notes:

INTERIOR (GENERAL)

- GFCIs present in kitchen, bathroom, by washer, working (test for function)
- Outlets working, have covers
- Switches working, have covers
- Light fixtures and ceiling fans have bulb covers, light bulbs (tenant responsible for bulbs), working, bright enough and in good condition
- Subfloors solid (investigate any weak spots)
- Floor coverings condition
- Walls and trim (any holes or other damage, paint condition)
- Ceilings (any holes, evidence of leaks, paint condition)
- Passage and closet doors (any holes or other damage, framing OK, knobs present and working)

- Cleanliness (sanitary condition, bugs/roaches/rodents or excessive junk/clutter present/need to be removed, fire egresses are accessible, tenant is responsible for all items on this bullet)
- Smoke detectors (one in each bedroom and one in living room, have batteries (tenant to supply batteries), check function)
- CO detector (if gas furnace, one required in living room or hallway, plugged in or has batteries (tenant to supply batteries), check function)
- Window coverings (on which windows, type, do they belong to tenant or landlord, condition)

Notes:

INTERIOR KITCHEN

- Tenant is responsible for all kitchen cleaning, including appliances
- Range (burners work, oven works, knobs or racks missing, clean, range hood light/fan works and clean screens)
- Fridge (works, not overloaded/inside air vents not blocked, clean dust and debris from under/back/coils)
- Cabinets (any bugs or rodents, firmly attached to walls, damage)
- Sink (damage, faucet condition, caulked as needed, leaks underneath, drains work)
- Countertops (damage)

Notes:

INTERIOR BATHROOMS

- Toilet (damage to tank, base, or seat, leaks, test flush and fill good)
- Sink/vanity (damage to sink, cabinet, countertop, or mirror/medicine cabinet, leaks underneath, faucet condition, drains work, caulk as needed)
- Bathtub/shower (damage to surfaces, shower head works, drain works, leaks in wall due to trim and valve and handles age/condition)
- Exhaust fan (needed unless there is a window, check function)

- Towel bars/rings/toilet paper holder (damaged, missing, if needed – bar lengths/sizes?)

Notes:

LAUNDRY

- If washer and dryer present, ask tenant if they are “theirs or ours” and if working
- Dryer (check/test lint vent line for blockage)
- Washer (check for leaks)

Notes:

MECHANICALS

- Tenant is responsible for all heater and AC filter cleaning/replacement and dust cleaning
- Water heater (type, gallons, age/date, examine exterior condition, leaks, perform flush and fill)
- Furnace (check that interior is clean, filter is present and clean, operating properly)
- Wall heaters (gas or electric, clean dust off surfaces, check for function)
- Evaporative swamp cooler (perform seasonal maintenance)
- Air conditioners (check filter/grilles, check for function)
- Thermostats/controls (check for function)
- Electrical panel (breakers OK, any loose live wires)
- Any gas, water, or sewer pipe/line leaks evident inside or under house

Notes:
