VACANCY PREPARATION CHECKLIST

___   Check and test all wall receptacles and switches. One faulty switch may cause a new tenant to question the overall safety of the electrical system.

___   Turn on and off all faucets. Check for leaks, also around tub, shower heads, and under sinks.

___   Flush the toilets. Make sure they are functioning properly, no leaks around bottom, maintains proper water and shuts off properly.

___   Close and open all doors, exterior, interior, sliding and closets. Check door stops, closet rods and shelves.

___   If drapes or mini-blinds are provided, make sure they are clean and working properly or order replacements.

___   Exterminate for all pests, and put air fresheners in place.

___   Make sure all light bulbs are working. Good lighting helps in showing vacant units.

___   Clean and check all appliances. (Including cleaning in and behind them).

___   Make sure all kitchen countertops, drawers, and cabinets are clean. Remove old shelf paper. Check to see if all hardware and knobs are in place.

___   Make bathrooms shine, including tubs, toilets, tile, cabinets, mirrors, towel bars, toilet paper holders, soap dishes (are all in place). Paint walls if needed.

___   Check condition of paint on all interior walls and ceilings. Paint if necessary, fill in any holes.

___   Clean and shine all vinyl floorings. Clean and deodorize all carpets and rugs.

___   Clean all windows and mirrors. Replace any broken or scratched windows. Check to see if all screens are in place. Are they torn? If so, remove them or have them repaired.

___   Check heating units and air conditioners, including replacing filters.

___   Remove all trash and debris or personal items left.

___   Test smoke alarms. It is recommended to put in new batteries.

___   Sweep the entryways and wash off front of the building. Does the front porch need a paint job?

___   Check all stairs, handrails, porches and/or balconies for safety.

___   Rekey all locks and ensure all are working properly. See if any window locks are needed.

___   Is the exterior of premises clean and neat? Does the grass need mowing or other landscaping needs?.

___   Any special welcome touches: _____

Checklist Completed by_____   Date_____

If you have any questions call your Leasing Agent at 425-277-1500