

# FINAL CHECKLIST FOR PROPERTY OWNERS



Property Address: \_\_\_\_\_

Date: \_\_\_\_\_ Completed By : \_\_\_\_\_

## General Interior

- Cleanliness:** The entire property, including floors, walls, and ceilings, should be thoroughly cleaned.
- Paint:** Walls, trim, and ceilings should be freshly painted or touched up as needed. Please do not touch up in center of wall, paint will most likely not match of more than a few weeks old.
- Floors:** Carpets should be professionally cleaned, and hard floors should be mopped and polished.
- Windows:** Clean all windows, including tracks and sills, and ensure all window treatments are in good condition. All Window should open, close and lock.
- Doors:** Ensure all doors open and close smoothly, and replace or repair any damaged hardware.
- Outlet Covers / Electrical Switch Plates:** Ensure all are property adhered and not cracked.
- Smoke Detectors:** Test and replace batteries in smoke and carbon monoxide detectors.
- Pest Control:** Arrange for professional pest control services if necessary.

## Kitchen

- Appliances:** Clean and test all appliances (stove, oven, refrigerator, dishwasher, microwave) to ensure they are in good working order.
- Cabinets & Drawers:** Clean inside and out, and ensure all handles and hinges are secure
- Sinks & Faucets:** Check for leaks and ensure proper water flow. Clean sinks and replace any damaged fixtures.
- Counters & Surfaces:** Clean and sanitize all countertops and backsplashes.

## Bathroom

- Fixtures:** Clean and ensure all fixtures (toilets, sinks, showers, tubs) are in good working condition.
- Grout & Caulk:** Repair or replace any damaged or missing grout and caulk.
- Mirrors & Glass:** Clean all mirrors and glass surfaces.
- Exhaust Fans:** Clean and test all exhaust fans.

## Bedrooms and Living Areas

- Lighting:** Replace any burnt-out light bulbs and ensure all light fixtures are clean and operational and the same hue/color.
- Closets:** Clean and ensure all closet doors and shelves are secure.

## Exterior

- Yard & Landscaping:** Mow the lawn, trim hedges, remove weeds, and ensure overall yard maintenance.

- Gutters:** Clean and ensure gutters are in good condition.
- Exterior Paint:** Touch up any peeling or damaged paint.
- Windows & Doors:** Clean exterior windows and ensure all doors are secure and functioning properly.
- Pest Control:** Check for any signs of pests and arrange for professional pest control if necessary.

#### **Utilities**

- HVAC:** Replace filters and ensure the heating and cooling systems are in good working order.
- Plumbing:** Check for any leaks and ensure proper water flow throughout the property.
- Electrical:** Test all outlets and switches to ensure they are functioning properly.

#### **Documentation & Keys**

- Keys:** Provide all keys (including mailbox, garage, and any additional storage) to PropM, Inc.
- Manuals:** Gather and provide any appliance manuals and warranty information.
- Service Records:** Provide records of recent maintenance and repairs.

#### **Final Walkthrough**

- Walkthrough:** Schedule a final walkthrough with PropM, Inc. to address any last-minute concerns and ensure the property meets all rent-ready standards.

Thank you for ensuring your property is in excellent condition for your new tenants. If you have any questions or need assistance, please contact PropM, Inc. at 503.395.7055 or email us at [Maintenance@PropMhomes.com](mailto:Maintenance@PropMhomes.com)