

WINDSOR PACIFIC PROPERTY MANAGEMENT PREPARING YOUR PROPERTY

If this is your first rental property or your 15th one, you can use the following checklist to help you achieve “market ready” status for your property:

1. Fresh paint throughout or make sure the walls, ceilings and woodwork are clean and free of marks, scuffs, stains, cobwebs, etc.
2. Carpet should be professionally shampooed. No large and dark stains. No tears or frayed areas (trip hazard).
3. Make sure all smoke detectors have been tested and have fresh batteries
4. Install Carbon Monoxide Detector(s).
4. Make sure all appliances are safe & in good working order. If the appliance is in the property, it must be operable.
5. All doors and windows close, roll & **lock** properly. No cracked windows. All main entry doors (front door and back door) must be fitted with one dead bolt lock. All windows must lock. All interior doors must not have locking knobs (except bathroom doors).
6. Make sure all plumbing is in good working order. Check for leaky faucets, running toilets etc.
7. Update the caulking in your bathroom(s) and kitchen as needed.
8. Leave the property completely empty, including garage, shed, attic, etc. Please do not leave any gardening tools, ladders, lawn mowers, etc.
9. Install door stoppers in all doors.
10. Check all light fixtures, light switches, electrical outlets etc. Make sure all light bulbs are working.
11. It is recommended to leave the cleaning to the professionals. Hiring a professional cleaning company assures that all cleaning is done and saves time. They clean the stove, oven, refrigerator, microwave, dishwasher, vinyl & tile floors, windows, shower, tub, light fixtures, sinks, shower doors, toilets, drawers, cabinets, baseboards, mini blinds, etc.

(The above may not be all inclusive. It has been prepared to help you put your rental home in “market ready” condition)

If you have any questions about the above, please contact our office at your earliest convenience at 925-248-5030.

Property Owner(s) have read the above, agree and understand WPPM requirements for renting your investment property.

Property Owner Date
Signature

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