



Landlord checklist

- Tips and tasks to complete when you are in between tenants



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Your tenants have moved out. Now it's time to get the unit ready for another renter. Here is a to-do list to help guide you in successfully making your property rentable and ready for your next tenant.

Tasks to complete	✓
Appliance checks	
Inspect the plumbing, heating, and air conditioning. Make sure thermostats and vents are working. Change the air filter.	
Run the garbage disposal.	
Check all appliances to ensure they are working; including the oven, burners, broiler, refrigerator, freezer, dryer, washer, etc. Replace any appliances that are dated or worn.	
Cleaning checks	
Check the property for any belongings that may have been left behind from the previous renters. Be sure to look in the storage area, basement, attic, patio, balcony, shed, and garage.	
Clean the property. The previous tenants may have cleaned before vacating, but it may be necessary to do a much deeper cleaning. This includes the windows, blinds/curtains, windowsills, baseboards, and hard to reach places like fans, vents, and behind/under movable appliances.	
Replace or clean the carpeting.	
Inspect and clean the fireplace. Provide a fire extinguisher.	
Electrical checks	
Switch lights on and off. Change burnt out light bulbs.	
Check the electrical outlets.	
Plumbing checks	
Check the faucets and let the water run for a few minutes to make sure it is working properly.	
Make sure there are no leaks around the toilets, washer, refrigerator, and dishwasher. Run the dishwasher through one complete cycle.	
Check for musty odors, water stains, dampness, mold, and rust. Take the proper steps to clean up water damage and secure preventative measures to keep mold away.	
Structural checks	
Inspect the outside of your property, including the lawn, hand rails, stairs, concrete, patio, deck, roof, fire-place, gutters, fence, and garage doors. To reduce possible liability claims, repair any damages.	
Miscellaneous	
Replace any fixtures, counter tops, or flooring that are severely damaged.	
Paint.	
Check smoke and carbon monoxide detectors. Repair any that are broken.	
Change the door locks, re-key them, or just make sure they are working.	
Review your lease to see if you would like to make any changes before the new renter signs.	
Search for a new renter by advertising or hiring a leasing agent.	
Make sure your property is properly insured. Dwelling fire insurance protects you from financial risk in the event of damage or injury on the property.	