

When a house, apartment or condominium is turned over to a tenant, it's assumed that all systems are in working order, i.e. plumbing, electrical, heat, drainage, roof, etc. The law requires that all systems function properly and are the owner's responsibility, unless the tenant creates the problem. We should be informed of any problems and they should be resolved prior to occupancy.

To improve the marketability of your rental property

- Interior—Professionally cleaned
- Carpets—Professionally cleaned
- Windows—Professionally cleaned
- Drapes, Blinds—Professionally cleaned
- Fumigation—Professionally done if domestic animals have lived on the premises
- Dead-bolts—Installed on all outside doors
- Locks—Re-keyed in accordance with state and city codes
- Yard—Mowed, raked, trimmed, all garbage and refuse removed
- Garage—Cleaned and organized
- Smoke detectors—In working order

We recommend and would be willing to make arrangements for these services, at owner's expense. Please initial your approval.

Recommended system checks

- Washer/dryer
- Range/burners, fan, fan light
- Oven/elements, oven light
- Microwave oven
- Refrigerator/freezer
- Furnace/filters changed, baseboard heaters cleaned
- All interior and exterior electrical fixtures and outlets
- Plumbing and drainage systems

Additional important points

We ask that you not give a key to a prospective tenant, as they should only have access to the premises after signing all lease documents.

If your property is a condominium, please supply us with copies of any bylaws, covenants and/or restrictions.

Owner's Signature _____ Date _____