

RENTAL OWNER PRE-SEASON HINTS AND CHECKLISTS

Here are some useful hints and tips to avoid summer problems. These small measures will help you retain repeat tenants.

If you do not provide a deadbolt key to the tenants it helps if Monihan has one in the office. We WILL NOT give it out to tenants but this has saved us from calling a locksmith during a summer lockout.

Air conditioners and cleaning issues are responsible for roughly 50% of our calls during the summer. Test your AC in the spring. If your AC does not cool quickly on a 75 degree spring day, it will not be effective on an 85 degree day in the summer.

Check the air conditioner and the filter. Air filters are under relatively inexpensive to replace every preseason. This can cost well over \$100 for a repairman to do during the summer. Recharging the air conditioner preseason can save you in the summer.

Preseason Check List should include:

- Replace smoke detector batteries
- Adjust hot water heater settings
- Supply enough trashcans for the property including a recyclable can
- Replace any necessary kitchen plate ware, glassware, pot ware and general amenities
- Check that TV remotes are in working order, replace batteries
- Check inside and outside lighting and bulbs, leave extras.
- Check ease of door locks and deadbolts, WD40 works well with the salt air
- Replace batteries in smoke alarms and carbon monoxide detectors, keep extra batteries in a central location
- Replace entry mats if worn or soiled
- Block OnDemand or pay per view through your cable provider
- Repair or replace any broken or torn screens
- Have vacuum cleaner bags available, or if bag-less, make sure you have easy instructions for emptying available
- Re-supply cleaning products that you would like your tenants to use and revisit your tenant checklist if you have one. Tenants like to know your expectations, and most people will clean up if you make it easy for them. A bottle of Resolve carpet spray can prevent a stain from becoming permanent

Preseason Cleaning List:

- Clean carpets

- Clean all ceiling fans including top and bottom blades
 - Vacuum all central air vents and replace rusty vents, double check large air return vent as it gets the dirtiest
 - Wash or replace shower curtains and/or liners; keep extra liners available for mid-season changes
 - Clean or replace bath mats
 - Move the beds and vacuum
 - Vacuum dresser drawers
 - Wash windows inside and out; it may not last but helps to remove the winter's salt and sand
 - Vacuum under all furniture; most changeover cleanings miss this
 - Vacuum under seat cushions
 - Clean the lampshades, most can be vacuumed or dusted
 - Remove light globes and rinse out debris
 - Clean all base boards
 - Wipe out kitchen cabinets
 - Power wash or scrub outdoor furnishings
 - Wash out trash cans
 - Clean up yard
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Please post a list of your cleaning expectations for the tenant. General cleaning responsibilities asked of the tenant are:

- Empty Refrigerator and clean
 - Empty all trash and follow city schedule during their stay. If you don't have a copy we have stickers showing pick-up dates at the office.
 - Empty sink and put dishes away from the dishwasher
 - Wipe down Counters
 - Sweep kitchen floors
 - Vacuum living/dining area and bedrooms if needed
 - Wipe down baths and sinks
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Post Season Check list:

- If you plan to vacate the property all winter long either set the heat for 55 degrees or have water drained from property. You will need a plumber.
- Winterize outside shower, faucets and irrigation systems to ensure that your pipes do not freeze and break.
- Remove all outdoor furnishing from decks and place in a safe place, away from the weather.
- Submit next year's rental rates to our office.

We have made the following check list to make stocking up for the summer season a little bit easier.

HOUSEWARES CHECK LIST

KITCHEN

- Dinner Ware
- Flatware
- Glassware
- Stemware
- Cookware
- Microwave Dishes
- Large Salad Bowl
- Large Serving Platter
- Coffee Maker
- Toaster/ 4 Slice/Bagel
- Serving Spoons & Utensils
- Plastic Pitchers
- Knife Block Set
- Cutlery Tray
- Cutting Boards
- Electric Can Opener
- Hand Can Opener
- Bottle Opener
- Cork Screw
- Cookie Sheets
- Cheese Grater
- Measuring Cups & Spoons
- Wooden Spoons
- Mixing Bowls
- Colander
- Vegetable Peeler
- Whisk
- Blender
- Spatulas
- Roasting Pans
- Set of Sauce & Frying Pans with Lids
- Large Corn/Crab Pot
- Casserole Dishes
- Baking Dishes
- Storage Containers
- Salt & Pepper Shakers
- Sugar Bowl & Creamer
- Kitchen Scissors
- Ice Cube Trays
- Hand Mixer
- Pizza Cutter
- Tongs
- Dish Towels & Cloths
- Pot Holders

- Large Kitchen Trash Can
- Coasters
- Placemats

BEDROOMS

- Bed Spread or Comforter
- Pillows with Pillow protectors
- Mattress Pad
- Hangers
- Clock Radio
- Television (1 in all bedrooms is recommended)
- Small Wastebasket

BATH(S)

- Shower Liner
- Bath Rug
- Small Wastebasket
- Soap Dish
- Tooth Brush Holder
- Plunger

SOFA BED

- Pillows
- Mattress Pad

MISCELLANEOUS

- Iron & Ironing Board
- Welcome Mat
- Vacuum Cleaner W/Extra Bags
- Mop & Bucket
- Broom & Dust Pan
- First Aid Kit
- Fire Extinguisher
- Fly Swatter
- Recycling Containers
- Outside Trash Containers
- Extra Batteries for smoke detectors/remotes
- Extra Light Bulbs
- Extra Shower Curtain Liners
- TV/DVD – Minimum 2 (Living Room/Master)
- Internet- Provide Network Name/Password
- Porch Furniture-Table & Chairs/Loungers
- Rainy days: DVD Library, Playing Cards, Board Games, Books