



## RENTAL OWNER PRE-SEASON HINTS AND CHECKLISTS

Here are some small measures you can take to help make your tenants more comfortable throughout their stay and more likely to rebook your property. These useful tips can also help you prevent easily avoidable problems for you and your guests.

**Air conditioner and cleaning issues** make up roughly 50% of our calls for help 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 relatively inexpensive to replace every preseason, but can be more costly for a repairperson to do during the summer. Checking your air conditioner preseason can save you in the summer!

If you have window AC units, pull all of the filters and clean, wash and dry them. Inspect the unit for signs of mold. Clean the vents. If mold exists, it may be time to replace them.

If you do not provide a **deadbolt key** to your tenants, it helps if Monihan has one at our office. We will not give it out to tenants, but having it on hand has saved us from calling a locksmith in the event someone get locked out.

### Preseason Check List should include:

- Adjust hot water heater settings
- Supply enough trashcans for the property including a recycling can
- Replace any necessary kitchen flatware, place settings, glassware, mugs, cookware, and general amenities. Please ensure you supply enough utensils, place settings and glasses to match the maximum occupancy of your property
- Check that TV remotes are in working order, replace batteries
- Check inside and outside lighting and bulbs, leave extra bulbs
- Check ease of door locks and deadbolts, opening and locking should work smoothly
- Replace batteries in smoke alarms and carbon monoxide detectors, keep extra batteries in a central location
- Schedule smoke detector inspection with the city prior to rental season
- Replace entry mats if worn
- 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. Most guests will be happy to clean up if you make it easy for them by furnishing the right supplies.
- Make sure your tv provides what you have advertised as available and block anything you do not wish to be available such as OnDemand or pay per view.
- Post TV availability in property: cable and/or streaming smart tv capabilities. Please note if cable is basic or enhanced, and if tenants have access to streaming services
- Declare if there is bike storage, and/or if tenants may use bikes that are at property

- Declare if property has beach umbrellas, toys, rafts etc. that tenants may use
- Declare whether or not property has a charging port for motorized wheelchairs, and/or electric cars

**Preseason Cleaning List:**

- Clean carpets. Many professional rug cleaners recommend 24-48 hours to let carpet dry before walking on it. Take this into consideration.
- 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 or wipe dresser drawers
- Wash windows inside and out; it may not last but helps to remove the winter salt and sand. Make sure to wipe window ledges clean as well
- Vacuum under all furniture; most changeover cleanings miss this
- Vacuum under couch cushions
- Clean lampshades: most can be vacuumed or dusted
- Remove light globes and rinse out debris
- Clean all baseboards
- Wipe out kitchen cabinets
- Power wash or scrub outdoor furnishings
- Wash out trash cans
- Clean up yard
- Restock toilet paper and paper towels. Many owners keep additional supplies in a locked cabinet that the cleaners can access to replenish
- Secure any items that you do not want tenants to use in a locked “owners’ closet.” Do not post signs saying “do not use” or “owner use only” because tenants will not feel at home
- Post a reminder note in property asking tenants to log out of any streaming services before leaving. We often get calls from tenants who are unable to log in to their own accounts once they return home, requiring us to contact existing tenants asking them to log out

Please post a friendly, general **welcome note** for your tenants. It can include highlights of your home, your favorite activities, sights or restaurants, or simply a list of your cleaning expectations. A note with realistic expectations for their stay will encourage cooperation in keeping your home just as your guests found it. General cleaning responsibilities asked of the tenant are:

- Empty refrigerator and wipe out if needed

- Empty all trash and follow city schedule during their stay. If you don't have a copy, we have magnets showing pick up dates at the office.
- Empty sink and put dishes away from the dishwasher
- Wipe kitchen counters
- Sweep kitchen floors if needed
- Vacuum living/dining area and bedrooms if needed
- Remove personal products from bathrooms, showers, tubs and sinks.

**Post-season checklist:**

- If you plan to vacate the property all winter long either set the heat for 55 degrees or have water drained from property. Check your condo docs because some condo master deeds or regulations require leaving the heat set at 55. If you shut down and don't heat, you will need a plumber to drain the water.
- Winterize outside shower, faucets, and irrigation systems to ensure that your pipes do not freeze and burst.
- Close the valve for your main water supply inside the property. This will minimize damage if a pipe breaks.
- You may want to open doors under sinks and vanities as these areas are not heated.
- Remove all outdoor furnishings from decks and place in a safe place, away from the elements.
- Walk through the property and make a list of the maintenance and repairs you will want done before next season. It is easier to get a contractor in the winter than in the spring when everyone is calling them. Consider things like:
  - Worn or stained bedspreads or comforters (It is a good time to have them cleaned and bagged and ready for the spring)
  - Worn area rugs
  - Broken fans
  - Dirty or marked up baseboards and moldings (Easy to repaint them over the winter)
  - Smudges on walls, especially along stairs (Try Magic Eraser or have painter roll out the lower portions of the walls to match existing)
- **Submit next year's rental rates to our office as soon as possible!**

## **STOCKING YOUR PROPERTY**

(Need enough place settings for max headcount)

### **KITCHEN**

- Dinner ware
- Flatware
- Glassware
- Coffee mugs
- Stemware
- Cookware
- Microwave Dishes
- Large Salad Bowl
- Large Serving platter
- Coffee Maker
- Toaster/4 Slice/Bagel
- Serving Spoons & Utensils
- Plastic Pitchers
- Knife Block Set or Cutlery Tray
- Cutting Board
- Can Opener
- Bottle Opener
- Corkscrew
- 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
- 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 each bedroom is recommended)
- Small Wastebasket
- Extra blanket(s) in closet

### **BATH(S)**

- Shower Liner
- Bath Rug
- Small Wastebasket
- Soap Dish
- Toothbrush Holder
- Plunger

### **SOFA BED**

- Pillows
- Mattress Pad
- Bed Spread or Comforter

### **MICELLANEOUS**

- Iron & Ironing Board
- Welcome Mat
- Vacuum Cleaner w/Extra Bags
- Mop & Bucket
- Broom & Dust Pan
- First Aid Kit
- Fire Extinguisher (City does not want tenants to have these)
- 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 Networks Name/Password
- Porch Furniture-Table & Chairs/Loungers
- Rainy Days: DVD Library, Playing Cards, Board Games, Books
- Toilet paper in all bathrooms with at least one extra roll per)
- Paper towels in kitchen with at least one extra roll available
- Beach Chairs – at your discretion