



For the Property Owner:

What needs to be completed on a Rental Property to ensure it is ready to show

Exterior:

1. All exterior locks should be re-keyed with at least 3-sets of keys.
2. Any moss on Roof needs to be removed to ensure good condition with no leaks. Replace any loose or missing shingles.
3. Lawns should be free of debris, mowed consistently and all shrubs and trees trimmed away from house.
4. Exterior aesthetic of house is important so be sure the exterior paint doesn't have any significant fading, excessive weathering and pressure-wash any mold build-up from siding.
5. Property placement of numerical portion of house to be visible from the street & mailbox (if applicable)
6. Remove any unused personal belongings from the garage, attic and any storage shed and discard any debris or trash from property.
7. Any cracks in the exterior walls need to be filled with putty and painted to match existing color.
8. Assess any foundation movement and work with Property Manager to determine if correction is necessary.
9. Any high grass, weeds, debris removed around HVAC Condenser.

Interior:

1. Interior paint should be a fresh coat and of a neutral color.
2. All carpets must be in good condition, free of pet or smoke odors and professionally cleaned.
3. All appliances must be in clean and working properly.
4. All plumbing and fixtures should be kept in good condition and working properly. Any clogged or leaking pipes need to be addressed immediately. If a toilet is running then the valve flapper needs to be replaced.
5. All light fixtures including ceiling fans need to be cleaned of any bugs, lint or dirt and working bulbs need to be in proper working condition.
6. All light switch plates need to be in good condition with no cracks or pieces missing
7. All window coverings should be clean and in good condition
8. Any tile throughout the house should be in good condition and securely affixed. Caulk any cracks, corners or seams to ensure safety.
9. All backsplashes and countertops should be properly caulked to ensure no water damage.
10. Important to ensure that smoke alarms are properly installed and tested as well as Carbon Monoxide detectors installed (if applicable)
11. HVAC filters changed and ducts cleaned thoroughly to ensure it is working properly.

Vacancy Expense(s):

1. Any utilities during vacancies will be turned on either in the owner's name or King Realty & Management's name. All expenses to be reimbursed by the owner. If unit is vacant during summer or winter months the expenses may be higher due to the need to either cool or heat the unit to avoid damages.
2. Landscaping services will be established to be taken care of every 2 weeks in order to avoid receiving any yard violations from the City and to promote great curb appeal to procure a qualified tenant.

Documents to be provided by owner to Property Manager:

1. Termite contracts or any pest control warranties
2. Copy of Liability Insurance listing King Realty & Management as additional insured