

Is My Home Rent Ready? Here's what to do – New Owners

With this list it's easy to check off the items that are complete.

Health and Safety Items, along with Florida Law items are marked with a *** and MUST be completed and approved by the PM before listing for rent.

- ***Smoke alarms- LAW, one inside each bedroom and one in each hallway outside of a bedroom within 6 feet of the bedroom door. Example 3 bedroom split plan house with one hall, 5 smoke alarms. If you do not currently have alarms, they are broken OR older than 10 years, by state law please replace with 10 year non removeable lithium ion battery alarms, doesn't need to be hard wired and available at Lowes for \$25-50 depending on which one you use. Please be sure not to buy the \$8-15 dollar 9volt battery smoke alarms, these are not allowed in Florida rentals. *Please install on the ceiling above each bedroom door inside or close to that.* 365PM cannot rent out a home without the proper working alarms.
- ***Alarms that are present but older than 10 years old will now need to be replaced with new alarms. We require all smoke alarms be replaced every 10 years, no exceptions. If there is a garage or gas appliances, we do require CO detectors as well. If you are not sure how old your alarms are, there should be a date inside. If you cannot find one, we recommend replacing them to be safe. We recommend writing the date on the outside of each alarm and testing the alarms with smoke in a can.
- ***Please set your water heater temp at 120 or 125. There are very easy YouTube videos to show how to do this with only a screwdriver.
- *** Please professionally clean the dryer vent thoroughly. We have heard of A LOT of house fires and small fires due to build up and now require an owner to clean this before renting the home. We recommend this be cleaned every 2-3 years or so, sometimes more.
- *** Replace any inside deadbolt. Any deadbolt that needs to be locked from the inside with a key is a safety issue and MUST be changed out.
- ***Screens should be on every window and functional with no holes. All windows should be able to open. This is Florida Law and is a safety issue.
- Please change all AC filters and write the date on the side. Please let us know the sizes on our "property info form" you will fill out.
- Please be sure your outlets in the kitchen and bathroom next to the sink are GFI. This should cost around \$50 per outlet if some need to be changed out.

- We recommend that water lines behind the fridge, toilets, and sinks are braded lines, NOT copper or plastic. We see a LOT of water leaks and destruction from these lines since a pinhole leak can take weeks or months to detect while being sucked into drywall, vanities or flooring. PLEASE try and do this. The lines are short and should be under \$15 at Lowe's. It can save you thousands of dollars in repairs.
- Full house clean. Don't forget, tenants want to move into a nice clean fresh home. Carpets must be professionally cleaned prior to marketing the home (or prior to move in, depending on their condition) as well as a full house clean- baseboards, behind fridge/stove, fans, inside cabinets, outside cabinets, appliances, showers, tubs, walls as clean as possible with minimal damage or fresh paint. Unfortunately, everyone's idea of clean is different and we have a very high standard and we KNOW what our tenants want and expect. As much as we all want to save the \$200-400 it will cost to clean professionally, you will usually only have to do this once. When each tenant moves out, if the property is not clean, we use their deposit to clean the unit and get ready for the next one. This does not include maintenance that is the owners responsibility though, please don't confuse the two. Sometimes if a house sits long or it's being marketed during rainy season, an owner will have a cleaning bill to lightly re clean the surfaces prior to a new tenant moving in. If the home is not professionally cleaned by one of our vendors before we begin renting it out, it may become difficult to claim charges on the tenants deposit when they move out. Our vendors provide written invoices and they do not miss items on our checklist, such as inside cabinets, outside of cabinets, stoves, baseboards, fans, etc. Those items are almost always missed.
- ***If there are any items that DO NOT work and will not be replaced or repaired, please let us know. Example, ice maker present but not working, pool heater, sprinklers, fans, tub jets, water softener, garbage disposal, water filtration system, shed present but not for tenant use, locked utility room inside or outside of house, etc. EVERY item must be documented prior to marketing or by LAW an owner is responsible to fix it for a tenant. We understand most owners, just as myself, have things in our homes that don't bother us and we do not fix such as those items mentioned above or others, this is fine as long as a tenant rents the home knowing it doesn't work and will not be fixed. We strive to market homes in rent ready condition. This also brings you the most \$\$\$ and will rent your home much faster. WE promise!***

Next – Move on to the cleaning checklist

OWNER MOVE OUT CHECKLIST WITH INSTRUCTIONS

This form will offer outgoing owners of homes that are about to be rented more information on what to expect next with their homes, and to provide a guideline to ensure the home is ready. We ask that your property is fully vacated at least 72 hrs. in advance of the lease start date.

1) **UTILITIES:** Ensure all utilities remain ON at the property. Once a lease agreement has been signed, you may turn them off starting the day of the lease. Contact your utilities company to let them know you will be renting the property. We also recommend asking them to set the account up to revert back to owner, so once a tenant moves out the utilities will remain on.

2) **KEYS:** Turn over all keys to 365PM upon moving out. 365PM will change all locks and maintain keys. DO NOT change your own locks, as we are on a specific key system that requires the work to be performed by our locksmith.

3) **GARAGE DOOR OPENER:** Ensure that all garage door remotes, or HOA gate remotes are turned into 365PM. If you do not have remotes, this is ok.

4) **POOL ACCESS KEYS or CARDS:** Most HOA sponsored community pools have a method in place to ensure only residents and resident guests are allowed in the pool. Ensure this is turned over to 365PM.

5) **CLEANING AND CARPET SHAMPOOING AFTER MOVE OUT:** We ask that the home be cleaned as well as possible to a "Hotel Ready" state of clean to include all of the items in the checklist below. We recommend you have the home professionally cleaned by our cleaning and carpeting cleaning vendors that we work with on a daily basis.

6) **NO PERSONAL PROPERTY SHOULD BE LEFT AT THE HOME:** This would include any furniture, shower curtain, toilet brushes, coat hangers, patio sets, tools, outdoor grills, and landscaping tools. Cleaning supplies may be left at the owners discretion and should be at least half full. AC filters may also be left on property.

7) **REPAIRS TO BE COMPLETED BEFORE TENANT MOVE IN:** Plan to coordinate all repairs to be completed before your departure from the property or 365PM can handle this for you once you vacate; restrictions apply on some items. Rehabs and repairs totaling more than \$2000 will be coordinated with a 10% coordination and oversight fee.

CLEANING & MAINTENANCE MOVE OUT CHECKLIST

- Air Vents and Air Intake Vents** – Free of dust on vent and ceiling, and filters replaced
- Baseboards** – Clean and dust free
- Doors** – Clean, including door jams, knobs, thresholds, and side lights
- Carpeting** – Must be vacuumed and professionally shampooed
- Fireplaces** – All debris shall be removed and swept clean
- Flooring** – All floors should be swept and mopped
- Light Bulbs** – Replaced with Matching Bulbs if they are out
- Light Fixtures** – Interior/exterior light fixtures must be clean, dust free and in working condition
- Light Switch Covers** - Replace damaged light switch covers that match existing if damaged/cracked
- Smoke Detectors** - Less than 10 Years Old, clean and dirt free and working is a must
- Trash** – All trash must be removed from premises, not awaiting trash pickup
- Walls** – Clean, dusted so that no marks are visible. Nails removed and patched.
- Water Softeners** – Ensure water softener is full of salt and works, if it doesn't work we need to know before listing
- Windows** – Interior glass cleaned in every room including window tracks
- Window Sills** – Window sills should be vacuumed and washed in every room
- Window Treatments** – Mini blinds and curtain rods must be clean and free of dust
- Cabinets and Drawers** - Wash cabinets and drawers inside and out. Remove any shelf paper. Wipe out drawers with damp rag
- Countertops and Backsplashes** – Thoroughly cleaned, free of grease, debris and food particles
- Dishwasher** - free of soap residue and food particles. Exterior surfaces should be wiped clean of all dirt, stains and food particles to include the door seals
- Garbage Disposal** - Disposal should be clean of all food particles and odor free. If it doesn't work we need to know before listing
- Range Hood and Microwave** - clean of dust, food particles and grease; Metal filters shall be cleaned or replaced, if applicable; Hood fan light bulb should be operational

- Refrigerator** – Interior and exterior washed throughout – remove all bins / shelves to clean thoroughly, filter should be working if present
- Stove** - Remove racks and broiler pan, soak in hot water to clean, dry well. Clean inside of oven, top of stove, under elements, pan drawer, exhaust fan, hood. Remove lower drawer and clean under stove.
- Bathtubs, Showers, and Drains** - Clean and remove all stains, dust, lime, mineral
- Floors** (vinyl, ceramic, etc.) - Should be mopped and all base molding and trim cleaned
- Toilets** – Entire toilet fixture shall be scrubbed and disinfected including toilet base, toilet seat should be clean and not broken
- Sinks, Mirrors, Faucets** – Should be cleaned and free of streaks and spots
- Vanities, Cabinets, Shelving, and Towel Bars** – Clean interior/ exterior
- Walls and Ceramic Tile** - Wash all walls and doors until free from dirt, mildew
- Exhaust Fans** - Need to be cleaned, free of dust, and silent during operation
- Trash, Debris, and Leaves. Yard Maintenance** - Clean, weed free, mowed, and edged
- Siding/stucco** – Wash exterior siding if dirty
- Carports, Garages, and Patios** – should all be broom clean and free of debris
- Personal Items** – No personal items should be present; coat hangers, toilet brush cleaners, plungers, shower curtains, cleaning supplies unless over half full, toilet paper rolls unless new, old paint cans, brooms, mops, kitchen drawers full of old items, etc. Please remove everything.

Items you may leave: Air filters, new paint for touch ups, new cleaning or paper products

Next - move on to the “new build” form if your home is a brand new build. If your home is not a new build, check to see if any items apply.

I Have A New Build Home: What Should I Know?

Items to check for to make sure your new build is ready to rent:

- Does it have a garage door motor? If you have a garage that is a 2 car or more, we require a garage door motor to be installed. There is a huge liability with residents trying to lift up garage doors.
- Does it have a mailbox? A lot of new builds do not come with a mailbox and numbers.
- Does it have window coverings? A lot of new builds do not come with blinds. We require you to either install blinds throughout and verticals on any sliding doors or install curtain rods on each window. Please make sure the rods are installed the best they can be into a stud using anchors. This will allow for the least amount of damage to the walls. We do not want residents on a ladder trying to unprofessionally hang curtain rods. Then they will want to take them down when they leave because they bought them, they will not repair the holes, and every tenant after them will want to put something up creating a huge mess.
- Does it have a refrigerator? A lot of new builds are not coming with them! Please be sure to order asap if needed, there could be longer than normal wait times for delivery. Box stores do require someone to be present for the delivery. Their windows are generally 4 hours and given the evening before. If we need to be present for this please let us know. We Charge \$50 for the time required to get this delivered and installed. A lot of waiting around.
- Do you have 3 keys? We keep one, the new resident will get 2.
- Do you have any warranties? The only time we accept management with a warranty is on a new build. 99% of the time the owner has to call in all warranty items, builders will not allow the PM to call in repairs. Please note that if you plan to use the warranty, you will need to be prepared to call in repairs same day or next business day if its after hours. If we don't hear from you after 24 hours, we will call our own vendors to repair the items if they cannot wait. (Example: AC, heat, refrigerator etc)