



## GETTING YOUR HOME RENTAL READY

### EVERYTHING YOU NEED TO KNOW

The following items need to be completed by the homeowner prior to conducting our move-in inspection in order to avoid unnecessary charges. Please review and initial next to each item. Where applicable, Mauzy Properties' pricing is listed next to the item.

- \_\_\_\_\_ KEYS - tested & in working order, left inside the home on the kitchen counter
  - 5 sets of functional front door/exterior keys (MP Charge: \$25/each)
  - 2 mailbox keys, labeled (if applicable) (Post office charge)
  - 1 Remote control for every motorized garage door stall (2 door stall = 2 remotes, MP Charge: \$75/each)
  - 2 key fobs (Condos - 1 for tenant, 1 for management company) (HOA Charge)
- \_\_\_\_\_ PERSONAL ITEMS - all furniture, trash & other items need to be removed from the home, attic, storage & garage (unless otherwise agreed upon and written as an addendum to the housing contract)
- \_\_\_\_\_ CLEANING - entire home needs to be cleaned and in move-in ready condition  
(For a reference to our standard of cleaning, please view our tenant *Move Out Cleaning Checklist*, which will be attached to a welcome email you'll receive after the property management agreement has been signed. It can also be found on your owner portal when that account is created)
- \_\_\_\_\_ CARPETS - need to be professionally cleaned within 7 days of the tenant moving in  
(we require the tenants to provide a receipt of having the carpets professionally cleaned after they move out)
- \_\_\_\_\_ FURNACE FILTER - new filter needs to be installed for Tenant (MP Charge: \$45)
- \_\_\_\_\_ WATER SOFTENER - should be filled full with salt (\$25 per)
- \_\_\_\_\_ LIGHTBULBS - no burnt out bulbs, including appliance bulbs (MP Charge: \$25/bulb)
- \_\_\_\_\_ SMOKE DETECTORS - installed, with newer batteries, in every bedroom, in hallway within 10' of a bedroom, and one on every level of the home - \*Please note: smoke detectors expire after 10 years and need to be replaced. You will find the date listed once you remove the cover  
(MP Charge: \$25/each for battery operated; \$50/each for hard wired)
- \_\_\_\_\_ CO DETECTOR - required within 10' of any bedroom (MP Charge: \$60/each)
- \_\_\_\_\_ REFRIGERATOR WATER FILTER - if applicable, should be newly replaced (MP Charge: \$65)
- \_\_\_\_\_ EXTERIOR WATER - label your shut off valve(s) for the outside water spigot(s)  
(most commonly found in the mechanical room)
- \_\_\_\_\_ WINDOW TREATMENTS - required in all bedrooms & bathrooms for privacy
- \_\_\_\_\_ PLUMBING - all plumbing fixtures should be functioning without leaks or drips
- \_\_\_\_\_ ELECTRICAL OUTLETS/SWITCHES - need to be operational and have cover plates (If outlet or switch is not operational it should be covered with a blank cover plate)
- \_\_\_\_\_ LANDSCAPING - lawn should be mowed and in good condition, trees and bushes should be trimmed away from property, leaves raked & disposed of, gutters cleaned out & functioning properly; winter months: driveway and sidewalks should be shoveled & salted, free of snow and ice

## WHEN DOES THIS LIST NEED TO BE COMPLETED?

We know that preparing your home for a tenant can be stressful and overwhelming. Therefore we recommend starting on this list right after signing the property management agreement. It's important to plan ahead. While we require at least one full business day prior to the tenants' lease commencement for the list to be completed and the home to be ready for our move in inspection to be conducted, if the home is ready sooner please let your agent or property manager know so we can plan accordingly and avoid doing the inspection the day before the move in."If you have questions about this list, please ask your leasing agent or designated property manager.

<b>Tenant Move In Day</b>	<b>Home Needs to be Ready for Inspection by end of day on</b>
Monday	Thursday
Tuesday	Sunday
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday
Saturday	Thursday
Sunday	Thursday

By signing this form you acknowledge and accept Mauzy Properties' move in ready terms and conditions. If any of the items are not completed, then Mauzy Properties is authorized to resolve the issues at the owner's expense.

Property Address: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_