

## **KK& R Investment Group RENTAL PROPERTY INSPECTION CHECKLIST**

- \_\_\_\_\_ Unit must be completely free of trash and all dust including closets, baseboards and cabinets.
- \_\_\_\_\_ All window coverings must be straightened, washed, cleaned and dusted or replaced.
- \_\_\_\_\_ All bathrooms and kitchens must be thoroughly caulked and cleaned including behind commode.
- \_\_\_\_\_ Fireplaces must be cleaned out and dust free.
- \_\_\_\_\_ Patios, balconies and storage closets must be swept and free from debris and trash.
- \_\_\_\_\_ All doorstoppers must work and any damages from previous problems corrected. Install if missing.
- \_\_\_\_\_ Appliances must be thoroughly cleaned, washed, and sanitized, including drip pans and knobs.
- \_\_\_\_\_ Light and plug switches must be replaced if cracked or stained.
- \_\_\_\_\_ At least 75-watt bulbs in all fixtures in working order.
- \_\_\_\_\_ Bath lights at 60 watts and all the same style bulb in place.
- \_\_\_\_\_ Any painting must be cleaned up thoroughly and consistent.
- \_\_\_\_\_ You must vacuum thoroughly when you leave.
- \_\_\_\_\_ All locks and doorknobs must be in excellent working order.
- \_\_\_\_\_ At least one window per room must work and blinds must be left down and in the open position.
- \_\_\_\_\_ All light covers must be cleaned (in the dishwasher, carry soap).
- \_\_\_\_\_ Ceiling fan blades must be cleaned and dusted, both sides.
- \_\_\_\_\_ The top of the refrigerator and stove must be spotless.
- \_\_\_\_\_ No stains should remain in the refrigerator or on porcelain in the bath. Use porcelain white out or bleach.
- \_\_\_\_\_ Baseboards must be washed and free of dirt and dust.
- \_\_\_\_\_ All drawers must be in good working order.
- \_\_\_\_\_ Check all keys and notify landlord if any do not work.
- \_\_\_\_\_ Check all appliances and HVAC and then leave at 60 degrees in winter and 80 degrees in summer.
- \_\_\_\_\_ Lawn, garden, and hedges must be trimmed, cut, and cleaned thoroughly.
- \_\_\_\_\_ Wallpaper must be washed, cleaned, and re-glued or replaced in a professional manner.
- \_\_\_\_\_ All bugs must be removed and cleaned from the unit.
- \_\_\_\_\_ All vinyl floors need to be mopped, waxed, and cleaned, including underneath cabinets. Do not wax over dirt.
- \_\_\_\_\_ "For Lease" sign must be in front of yard, close to sidewalk and sideways to home.
- \_\_\_\_\_ Plug in deodorizers are to be used in the make ready.
- \_\_\_\_\_ All pilot lights should be on or gas turned off to fixture.
- \_\_\_\_\_ Sinks to be cleaned (bleached if necessary), and garbage disposal tested and free from blockage.
- \_\_\_\_\_ Storage closets are to be swept, cleaned, checked for working lock and key.
- \_\_\_\_\_ All mirrors and windows should be cleaned inside and out.
- \_\_\_\_\_ All trash is not to be left, but removed to a dumpsite.
- \_\_\_\_\_ Fill in any nail holes with matching color.
- \_\_\_\_\_ Open all sink cabinets, and clean out all areas below.
- \_\_\_\_\_ Clean doors and door frames around them, including fingerprints, dust, etc.
- \_\_\_\_\_ Check the working condition of the STOVE.
- \_\_\_\_\_ Check the working condition of the OVEN.
- \_\_\_\_\_ Check the working condition of the REFRIGERATOR/FREEZER.
- \_\_\_\_\_ Check the working condition of the DISPOSAL.
- \_\_\_\_\_ Check the working condition of the WASHER/DRYER.
- \_\_\_\_\_ Check the working condition of the AIR CONDITIONER.

- \_\_\_\_\_ Check the working condition of the HEATER.
  - \_\_\_\_\_ Check the working condition of the HOT WATER HEATER.
  - \_\_\_\_\_ Check the working condition of all SINKS FOR LEAKS.
  - \_\_\_\_\_ Check the working condition of the GARAGE DOOR OPENERS.
  - \_\_\_\_\_ Check the working condition of all WINDOW AND DOOR LOCKS.
  - \_\_\_\_\_ Check the working condition of
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