

# Fort Lowell Realty & Property Management, Inc.

P.O. Box 36163, Tucson, AZ 85740

520.322.0000

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## Unfurnished RENT READY CHECK LIST

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

I have checked and cleaned the following items:

- \_\_\_\_\_ Checked & locked all windows & doors.
- \_\_\_\_\_ Rekeyed
- \_\_\_\_\_ Checked for garage door openers. There are \_\_\_\_\_ and they **work** and are on the kitchen counter.
- \_\_\_\_\_ Recoded Garage door openers and remotes.
- \_\_\_\_\_ Turned off all lights (except those directed to leave on for security).
- \_\_\_\_\_ Checked A/C & Heater Filters and replaced as necessary.
- \_\_\_\_\_ Checked A/C & Heater batteries and replaced as necessary.
- \_\_\_\_\_ Turned A/C to 88-90 in summer, heater to 50 in winter.
- \_\_\_\_\_ Left refrigerator on at lowest setting.
- \_\_\_\_\_ Cleaned all closets including shelves.
- \_\_\_\_\_ Oiled all wooden cabinets/doors.
- \_\_\_\_\_ Dusted tops of doors and frames.
- \_\_\_\_\_ Cleaned doors and walls.
- \_\_\_\_\_ Cleaned ceiling fans and all light fixtures.
- \_\_\_\_\_ Cleaned heating/AC vents.
- \_\_\_\_\_ Cleaned switch plates and outlet covers.
- \_\_\_\_\_ Cleaned window sills and window and door tracks.
- \_\_\_\_\_ Cleaned windows (if requested on the work order), including paint.
- \_\_\_\_\_ Cleaned window screens (if requested on the work order).
- \_\_\_\_\_ Dusted blinds and/or cleaned blinds as needed.
- \_\_\_\_\_ Cleaned stove hood and filter.
- \_\_\_\_\_ Cleaned black rubber disposal gaskets.
- \_\_\_\_\_ Cleaned stove, oven, range hood and micro wave.
- \_\_\_\_\_ Cleaned refrigerator (including the top)
- \_\_\_\_\_ Moved refrigerator and cleaned behind and under. (Be cautious of flooring especially vinyl).
- \_\_\_\_\_ Cleaned all counter tops, cabinets, shelves and drawers inside and out.
- \_\_\_\_\_ Cleaned baseboards.
- \_\_\_\_\_ Cleaned all floors.
- \_\_\_\_\_ Vacuumed carpets.
- \_\_\_\_\_ Cleaned washer/dryer and the floors around them
- \_\_\_\_\_ Cleaned around hot water heater and heater.
- \_\_\_\_\_ Cleaned all toilets, showers, tubs and sinks (INCLUDING TRAPS/DRAINS).
- \_\_\_\_\_ Used Descalit on hard water spots on shower doors.
- \_\_\_\_\_ I did not use abrasive cleansers on cultured marble or brass fixtures.
- \_\_\_\_\_ Removed black marks from vinyl w/ polish remover/acetone.
- \_\_\_\_\_ Carpets professionally cleaned and sanitized.

- \_\_\_\_\_ Used mildew killer on grout. It did \_\_\_\_\_ did not \_\_\_\_\_ solve the problem.
- \_\_\_\_\_ Cleaned plant shelves.
- \_\_\_\_\_ Swept garage, put down cat litter to absorb grease and cleaned floor.
- \_\_\_\_\_ Cleared garage of garbage. If waste container is left out for collection, someone needs to return it to the garage. \_\_\_\_\_ Yes/\_\_\_\_\_ No.
- \_\_\_\_\_ Swept porches and entry walls of cob webs.
- \_\_\_\_\_ Emptied all trash containers.
- \_\_\_\_\_ Replace burned out light bulbs.
- \_\_\_\_\_ Put toilet paper in holders.
- \_\_\_\_\_ Check smoke detectors/Replace batteries.
- \_\_\_\_\_ I made sure I left nothing outside.
- \_\_\_\_\_ Noted any problems and reported same (e.g. mold).
- \_\_\_\_\_ Picked up trash in the yard.
- \_\_\_\_\_ Exterior needs maintenance. See attached proposal.
- \_\_\_\_\_ Roof needs maintenance. See attached proposal.
- \_\_\_\_\_ Water damage or history of mold in the past five years? Explain below.

I have checked for maintenance items such as ceiling, sink or toilet leaks, A/C filters, blinds, etc. Listed below are items that need attention:

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Major cleaning items such as carpet, upholstery, windows that need attention are:

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- \_\_\_\_\_ I will have returned the key to Fort Lowell Realty & Property Management, Inc. no later than the day after I picked it up as is their requirement. I understand that I may not return the keys by mail.
- \_\_\_\_\_ I will have completed the work order within 2 days of accepting it. If I cannot complete a work order within 2 days of acceptance or by the deadline given, I will decline the work order.
- \_\_\_\_\_ I will have completed my work on the same day I started cleaning, no matter what.
- \_\_\_\_\_ I will turn my bill in promptly with the key.
- \_\_\_\_\_ I understand that I will not be paid unless this form is submitted with my bill.
- \_\_\_\_\_ I left my business card and a confirmation slip on the kitchen counter.

Signed: \_\_\_\_\_  
 Name Date

Received: \_\_\_\_\_  
 Name Date