

Thank you for choosing ProRenter as your property management professional. We are excited to be working with you and want to help make your upcoming move as easy as possible. This packet is to assist you in making sure your property is ready for a new tenant after you have moved out. You will want to work closely with your property manager as your moving date approaches. This packet contains the following documentation:

1. Minimum Property Requirements
 - a. This document explains the minimum requirements that your property must meet before we are able to move a tenant in.
2. Property Standards
 - a. This document explains our recommendations for property conditions to reduce your liability, preserve your asset, give you a competitive advantage during marketing, and encourage long term residency with your tenants.
3. Cleaning Checklist
 - a. This document is the checklist you will use if you will be cleaning your property yourself rather than having your property manager arrange for one of our cleaning vendors to clean your property.

If you are in need of assistance in coordinating cleaning and/or maintenance, please contact your property manager and they will be happy to assist you.

It will be important that you accomplish the following items upon moving out of your property.

- Ensure ProRenter has two copies of your house keys (you may contact your property manager and leave keys in the key box at your property if you have not yet turned in keys).
- Leave all garage door remotes on the kitchen counter.
- Contact Utility Companies to establish landlord agreements (contact your property manager for details)
- Contact your property manager to let them know cleaning is arranged or completed or if you need them to schedule cleaning for you.
- Provide a carpet cleaning receipt to your property manager if you arranged for carpet cleaning yourself or coordinate with your property manager to have them arrange for our carpet cleaning vendor.
- Make sure all personal items are removed from the property.
- Make sure your sprinkling system timer is set appropriately for time of year.
- Turn off the water main inside your house and drain water from lines by turning on a faucet.
- Set thermostat to heat and at 57 degrees (October – March).
- Make sure all windows and doors are locked.
- If garbage cans are full place them on the curb for pickup. If they are empty place them in the garage.
- Notify your property manager when you have vacated the property.

Please feel free to contact our office, if you have any questions about any of the enclosed information, and your property manager will be happy to assist you.

Sincerely,

ProRenter Property Management

This cleaning checklist is to be used if you have opted to clean your rental property yourself after moving out. It is necessary to have the property cleaned to the standard below so the tenants have a clean home to move into and so we can hold them to the same standard when they move out. Your property manager can help you schedule a cleaner if you do not wish to clean the property yourself.

KITCHEN

<input type="checkbox"/> Refrigerator	Clean and sanitize interior and exterior. Unplug and pull the refrigerator out away from the wall with doors open. Clean underneath and behind. After cleaning, re-plug the refrigerator and leave it running.
<input type="checkbox"/> Stove	Clean and sanitize under burners, controls, rings, drip pans, and stove top. Wipe down front and sides of range. Exhaust fan must be clean and grease free. Replace drip pans and burners when done cleaning.
<input type="checkbox"/> Oven	Clean and sanitize interior, exterior, and racks. Clean under controls and heating elements. Replace heating elements and racks when done cleaning.
<input type="checkbox"/> Microwave	Clean and sanitize interior and exterior. If unit is microwave/stove hood then hood must be clean and free of grease.
<input type="checkbox"/> Dishwasher	Clean and sanitize interior and exterior.
<input type="checkbox"/> Appliances	Clean and sanitize interior and exterior. Pull out and clean floors underneath and walls behind.
<input type="checkbox"/> Light Fixtures	Dust and clean.
<input type="checkbox"/> Wall Plates	Clean or replace all light switch and outlet cover plates.
<input type="checkbox"/> Walls	Dust and clean as needed.
<input type="checkbox"/> Blinds	Dust and clean without causing damage. Blinds should be dust and grease free.
<input type="checkbox"/> Windows	Clean inside glass, window tracks, and sills.
<input type="checkbox"/> Doors	Wipe down and clean all doors, door handles, and door trim.
<input type="checkbox"/> Baseboards	Wipe down and clean.
<input type="checkbox"/> Cupboards	Wipe out and clean.
<input type="checkbox"/> Drawers	Wipe out and clean.
<input type="checkbox"/> Shelves	Wipe off and clean.
<input type="checkbox"/> Cabinets	Clean inside and out. Wipe down and clean cabinet faces. Cabinet faces should be dust and grease free.
<input type="checkbox"/> Pantry	Wipe down and clean shelves, baseboards, trim, door, and door handle.
<input type="checkbox"/> Counters	Clean and sanitize countertops and backsplash.
<input type="checkbox"/> Sink	Scour Sinks and remove all stains. Disposal should be clean and in working order.
<input type="checkbox"/> Floors	Vacuum carpets. Sweep and mop linoleum, tile, or laminate.

LIVING/FAMILY ROOMS

<input type="checkbox"/> Light Fixtures	Dust and clean.
<input type="checkbox"/> Wall Plates	Clean or replace all light switch and outlet cover plates.
<input type="checkbox"/> Walls	Dust and clean as needed.
<input type="checkbox"/> Mirrors	Dust and clean.
<input type="checkbox"/> Blinds	Dust and clean without causing damage. Blinds should be dust and grease free.
<input type="checkbox"/> Windows	Clean inside glass, window tracks, and sills.
<input type="checkbox"/> Shelves	Wipe off and clean.
<input type="checkbox"/> Doors	Wipe down and clean all doors, door handles, and door trim.
<input type="checkbox"/> Baseboards	Wipe down and clean all baseboards and door trim.
<input type="checkbox"/> Closets	Dust and clean shelves, doors, door knobs, baseboards, and trim.
<input type="checkbox"/> Floors	Vacuum carpets. Sweep and mop linoleum, tile, or laminate.

BATHROOMS

<input type="checkbox"/> Tub/Shower	Bathtub and shower must be scoured to remove any rings, soap build up, hard water marks, and mildew. Sides of the tub enclosure and shower must be clean and free of any soap build up. (Spray foam bathroom cleaner works well)
<input type="checkbox"/> Toilet	Toilet bowl must be scoured and cleaned with a disinfectant. The outside of the bowl, including the seat, rim, tank, and base must be clean and disinfected. (An old toothbrush works well along the bolts and base of the toilet fixture)
<input type="checkbox"/> Closets	Dust and clean shelves, doors, door knobs, baseboards, and trim.
<input type="checkbox"/> Vanity	Clean interior and exterior. Wipe down and clean cabinet faces and drawers. Clean and sanitize counter tops.

<input type="checkbox"/> Medicine Cabinet	Dust and clean interior and exterior.
<input type="checkbox"/> Light Fixtures	Dust and clean.
<input type="checkbox"/> Wall Plates	Clean or replace all light switch and outlet cover plates.
<input type="checkbox"/> Walls	Dust and clean as needed.
<input type="checkbox"/> Mirror	Dust and clean.
<input type="checkbox"/> Blinds	Dust and clean without causing damage. Blinds should be dust and grease free.
<input type="checkbox"/> Windows	Clean inside glass, window tracks, and sills.
<input type="checkbox"/> Doors	Wipe down and clean all doors, door handles, and door trim.
<input type="checkbox"/> Baseboards	Wipe down and clean.
<input type="checkbox"/> Shelves	Wipe off and clean.
<input type="checkbox"/> Sink	Scour Sinks and remove all stains.
<input type="checkbox"/> Floors	Vacuum carpets. Sweep and mop linoleum, tile, or laminate.

BEDROOMS

<input type="checkbox"/> Light Fixtures	Dust and clean.
<input type="checkbox"/> Wall Plates	Clean or replace all light switch and outlet cover plates.
<input type="checkbox"/> Walls	Dust and clean as needed.
<input type="checkbox"/> Mirrors	Dust and clean.
<input type="checkbox"/> Blinds	Dust and clean without causing damage. Blinds should be dust and grease free.
<input type="checkbox"/> Windows	Clean inside glass, window tracks, and sills.
<input type="checkbox"/> Shelves	Wipe off and clean.
<input type="checkbox"/> Doors	Wipe down and clean all doors, door handles, and door trim.
<input type="checkbox"/> Baseboards	Wipe down and clean all baseboards and door trim.
<input type="checkbox"/> Closets	Dust and clean shelves, doors, door knobs, baseboards, and trim.
<input type="checkbox"/> Floors	Vacuum carpets. Sweep and mop linoleum, tile, or laminate.

EXTERIOR

<input type="checkbox"/> Porch	Sweep or blow off dirt and clear all cobwebs.
<input type="checkbox"/> Deck	Sweep or blow off dirt and clear all cobwebs.
<input type="checkbox"/> Yard	Pick up and remove any trash, debris, and animal waste from yard.
<input type="checkbox"/> Doors	Clean and wipe down exterior doors.

GARAGE/CARPORT

<input type="checkbox"/> Windows	Clean inside glass, window tracks, and sills.
<input type="checkbox"/> Shelves	Dust and clean all shelves and cabinets.
<input type="checkbox"/> Wall Plates	Clean or replace all light switch and outlet cover plates.
<input type="checkbox"/> Doors	Clean and wipe down door and door handle.
<input type="checkbox"/> General	Sweep or blowout any dirt, cobwebs, and leaves.

GENERAL

<input type="checkbox"/> Light Bulbs	Install new bulbs if they are missing or burned out.
<input type="checkbox"/> Light Fixtures	Dust and clean.
<input type="checkbox"/> Ceiling Fans	Dust and clean.
<input type="checkbox"/> Wall Plates	Clean or replace all light switch and outlet cover plates.
<input type="checkbox"/> Walls	Dust and clean as needed.
<input type="checkbox"/> Mirrors	Dust and clean.
<input type="checkbox"/> Blinds	Dust and clean without causing damage. Blinds should be dust and grease free.
<input type="checkbox"/> Windows	Clean inside glass, window tracks, and sills.
<input type="checkbox"/> Shelves	Wipe off and clean.
<input type="checkbox"/> Doors	Wipe down and clean all doors, door handles, and door trim.
<input type="checkbox"/> Sliding Glass Doors	Wash glass and clean trim and door tracks.
<input type="checkbox"/> Baseboards	Wipe down and clean all baseboards and door trim.
<input type="checkbox"/> Closets	Dust and clean shelves, doors, door knobs, baseboards, and trim.
<input type="checkbox"/> Floors	Vacuum carpets. Sweep and mop linoleum, tile, or laminate.
<input type="checkbox"/> Trash	Remove all trash, debris, and personal items.
<input type="checkbox"/> Thermostat	Set at 57 degrees (between October and April) and turn off in summer.
<input type="checkbox"/> Water	Turn off the water at main in house and drain the lines by running faucets and flushing toilets.

The following are minimum requirements in order for us to rent your property to a tenant. Please keep in mind these are only minimum requirements in order to make your property habitable. We understand that as a rental property owner it is important to be fiscally responsible. As a professional property management company we also understand that by providing clean, quality properties to tenants we increase their satisfaction level and the potential for them to become long term residents. Long term residency of tenants can dramatically decrease your expenses as a rental property owner.

We reserve the right to postpone advertising efforts or cancel a lease agreement if these minimum requirements are not met. Please review our property standards for a complete list of our recommendations for rental property condition.

Exterior

Cleanup

1. All trash, debris, personal items must be removed from yard, sheds, garage, and common areas (multi-unit).

Landscaping

1. Lawn must be mowed and in healthy condition.
2. Flower beds and gardens shall not have excessive weeds.
3. Trees and shrubs must be maintained and not overgrown.
4. Potted plants, flower boxes, and garden boxes must be removed from the property.

Gates, Fencing, Decks and Railings

1. Fencing and gates should be safe and secure without danger of falling over.
2. Wooden Decks must be solid and have no wood rot. Walking surface must be safe with no large gaps, tripping hazards, failing wood, or nails/screws protruding.
3. Railings must be secure and be able to support the weight of an adult.

Windows and Doors

1. Windows must lock and function properly (open and close).
2. Window Wells must be free of debris and garbage
3. Doors must be proper exterior doors (no hollow core).
4. Exterior doors must lock and functions properly.
5. Sliding glass door should function properly. Glide with ease and lock properly.

Lighting and Electrical

1. No exposed wiring, junction boxes, or other improper electrical which could be a liability.
2. All exterior electrical must function properly (lights, outlets, etc.).

Interior

Cleanup

1. Unit must be cleaned according to ProRenter's cleaning checklist.
2. Unit must be free of garbage, debris, and personal items. Touchup paint may be left in a garage or unfinished basement.
3. Carpets must be professionally cleaned with a truck-mount cleaning system. ProRenter must receive a copy of receipt if property owner scheduled cleaning themselves.

HVAC (Heating and Cooling Systems)

1. Heating and Cooling Systems must function.
2. Any form of air conditioning that is at the property must be in working order.

Paint and Walls

3. Walls must be free of all nail holes.
4. Paint and wallpaper must be clean and in good condition.

Lighting and Electrical

1. Light Switches and Electrical Outlets must be in good working order and not broken.
2. All light switches and electrical outlets are required to have a proper cover (no cracked or broken covers).
3. Light fixtures must be working and have working light bulbs.
4. Each living area must have a smoke alarm (with exception of Bathrooms, Kitchen, and Laundry room). Each floor must have a CO detector.
5. No exposed wiring, junction boxes, or other improper electrical which could be a fire hazard.

Interior Doors

1. Interior Doors should be clean with no cracks or holes and should open and close easily.
2. Closet doors need to be on their track and function properly.
3. No exterior locking doorknobs on interior doors (interior locking bathroom or bedroom doorknobs are acceptable).
4. Bathroom doors should have appropriate locking doorknobs (no exterior keyed knobs).

Plumbing

1. Unit must have functional hot and cold water.
2. Sewer or Septic System must function properly.
3. All plumbing fixtures must work properly with no drips or leaks.
4. Plumbing drainage should not be leaking or clogged (including slow drainage).
5. Toilet must be clean and in working order. Toilet must not run or leak.

Hand Railings

1. Hand Railings must be secure and are required on a rise of 3 or more steps.

Appliances

1. All appliances should be clean and in working order.
2. Each unit is required to have a refrigerator, oven, and stove.

ProRenter Property Management has developed property standards to assist our clients in accomplishing the following:

1. Reduce their liability as investment property owners.
2. Help preserve their assets and reduce costs caused by deferred maintenance.
3. Give them a competitive advantage in an increasingly competitive rental market.
4. Provide a safe, clean environment for their tenants and encourage long term residency.

The property standards which are outlined below are guidelines to help standardize the process of getting investment properties into a rent ready condition. Each investment property is unique and these standards are meant to serve as a guide to help our clients be as informed as possible about the recommended condition for a rental property.

Exterior

Cleanup

1. All trash, debris, personal items should be removed from yard, sheds, garage, and common areas (multi-unit).

Landscaping

1. Trees and shrubs should be trimmed and not hanging over the roof, drive way, or walk ways. Low hanging branches should be removed. Dead shrubs and trees should be removed and stumps ground down.
2. Flower beds and gardens should be weed free.
3. Lawn should be mowed, green, and in good condition.
4. Automatic Sprinkler timers should be in working condition. Sprinklers should be in good working order. No broken or leaking valves or sprinkler heads.
5. Potted plants, flower boxes, and garden boxes should be removed from the property.

Gates, Fencing, Decks and Railings

1. Fencing and gates should be in good repair and in working order or removed (no missing fence slats, chain link fencing should have top rail, gate latches should work properly)
2. Wooden Decks should be solid and have no wood rot. Walking surface should be safe with no large gaps, tripping hazards, failing wood, or nails or screws protruding. Decks should be stained and water sealed or painted with no exposed bare wood.
3. Railings should be secure and be able to support the weight of an adult. Wooden railings should be painted or stained and water sealed with no exposed wood. Stairs with a rise of 3 or more steps need a hand rail.

Roof, Gutters, and Building

1. Rain gutters should be in good repair and clear of debris. Rain gutters are required over doors and walkways where there is water runoff.
2. Downspouts need to be in good repair and should direct water away from foundation and cement walkways to avoid water damage in basement and slipping hazards in winter.
3. Soffit and Fascia should have no gaps which could allow insects or rodents to gain access to the attic area. Wood soffit and fascia should be painted with no exposed wood or wood rot.
4. Siding/Stucco/Brick – should be in good condition with no holes or missing siding or bricks. Wood siding should be painted with no exposed wood.
5. Roof should be free from leaks. No bare spots which are not covered by shingles or other appropriate roofing material.
6. There must be house numbers on the house that are visible.

Windows, Doors, and Mailbox

1. Windows should be in good working order with no leaks and all panes in place. Windows should lock and function properly (open and close). Windows that open should have screens with no holes. Should be clean of dirt and cobwebs.
2. Window Wells should be free of debris, garbage, and weeds
3. Doors should be proper exterior doors (no hollow core) with sufficient weather stripping. Exterior doors should have deadbolt lock which functions properly.
4. Garage door should function properly. Should open and close easily. Automatic garage doors should have safety sensors, working motors, and remotes.
5. Sliding glass door should function properly. Glide with ease and lock properly.
6. Mailbox should be in good condition and free of rust. Should be securely fastened to the building or if in the ground should be secure and stable. Should have a proper door or lid that protects mail from weather. Mailbox should be properly labeled with visible address numbers.

Cement

1. Exterior cement: Driveway/Patios/Sidewalks– should not have more than a 1” tripping hazard. Cracks should not have weeds growing through them. Deteriorating cement should be replaced if it causes a potential liability.

Lighting and Electrical

1. Exterior light fixtures should have proper covers and bulbs.
2. No exposed wiring, junction boxes, or other improper electrical which could be a liability.

Multi – Unit Properties

1. All carports /garages will be numbered and assigned to a unit.
2. Storage units will be numbered and assigned to a unit.

Interior

Cleanup

1. Unit should be cleaned according to ProRenter's cleaning checklist.
2. Unit should be free of garbage, debris, and personal items.
3. Carpets should be in good, clean condition without excessive wear or staining. No loose or ridging carpets. Carpets need to be professionally cleaned or if not cleanable then replaced.

HVAC (Heating and Cooling Systems)

1. Heating and Cooling Systems must function.
2. Any form of air conditioning that is at the property must be in working order.

Paint and Walls

3. Paint- should be in good clean condition. No dingy or mismatched paint from patches or touchup. Walls with excessive nail holes should be painted. Paint on doors and trim should be in clean condition without chipping or scuff marks. Only entire walls should be painted (no touchup painting) if the walls have excessive marks or nail holes.
4. Wallpaper must be in good, clean condition without tears or rips otherwise it should be removed and painted.

Flooring

1. Vinyl, Tile, Laminate, and Wood Flooring – should be in good condition for age of property. No excessive cracks, scratches, rips or tears. Grout should be in a good, clean condition.
2. Carpets should be in good, clean condition without excessive wear or staining. No loose or ridging carpets. No rips, frays or exposed tack strips.
3. Carpets need to be professionally cleaned or if not cleanable then replaced.

Lighting and Electrical

1. Light Switches and Electrical Outlets should be in good working order and not broken or painted.
2. All light switches and electrical outlets are required to have a proper cover (no cracked or broken covers).
3. Light switch and outlet plate covers should be clean and not painted otherwise should be replaced.
4. Light fixtures should be working and clean with no cracked glass and no burned out bulbs.
5. Each Kitchen and Bathroom should have at least one functioning GFCI outlet.
6. Each living area and bedroom should have smoke alarm (with exception of Bathrooms, Kitchen, and Laundry room). Each floor should have a CO detector.
7. No exposed wiring, junction boxes, or other improper electrical which could be a fire hazard.

Windows and Doors

1. Windows and sliding glass doors should have blinds or shutters (white in color) not curtains. Blinds should be clean and function properly or be replaced. Blinds should be on windows where privacy is needed such as bedrooms, living rooms, family rooms, kitchens, halls, etc. Exceptions may include laundry rooms, or bathrooms with frosted or privacy windows.
2. Interior Doors should be clean with no cracks or holes. They should open and close easily and have door stops to protect the walls. Closet doors need to be on their track and function properly.
3. No exterior locking doorknobs on interior doors.
4. Bathroom doors should have appropriate locking doorknobs (no exterior keyed knobs).

Cabinets and Countertops

1. Cabinets and drawers should function properly and be in good condition. Cabinet and drawer pulls and hinges should be present and not loose.
2. Cupboard shelves should be clean and secure.
3. Countertops need to be in good condition with no large burn marks, scratches, or delamination.
4. Mirrors should be securely fastened to walls and should not have cracks.

Plumbing

1. All plumbing fixtures should work properly with no drips or leaks.
2. Sinks should have working drains and drain pull with no leaks.
3. Tubs should have working drain plug and clean caulk. No slow draining tubs.
4. Showers should have a curtain rod only or a working shower door which doesn't allow water to leak out. Shower head should function properly. Shower should have a drain cover. No slow draining showers.
5. Toilet should be clean and in working order. No exposed bolts at toilet base. Toilet seat should be securely fastened and shouldn't have staining or wear. Toilet should not run or leak.

Bathrooms

1. Bathrooms need to have sufficient towel bars and have a toilet paper roll holder. Do not leave old plungers or toilet cleaning brushes in bathrooms.

Hand Railings

1. Hand Railings should be secure and are required on a rise of 3 or more stairs.

Appliances

1. All appliances should be clean and in working order. No missing or broken parts and no tape in refrigerators.
2. Each unit is required to have a refrigerator, oven, and stove. Units which have built in spaces for microwaves or dishwashers should provide these appliances as well.