

Rental Property Maintenance Checklist

There are a number of projects and tasks involved in maintaining rental properties. These tasks follow specific timelines and are performed weekly, monthly, quarterly, seasonally, and annually. There are also emergency and unexpected repairs. This checklist is designed to help landlords manage rental property maintenance.

Interior Weekly Maintenance

- Dust cobwebs
- Pick up trash, circulars, and flyers
- Dust and spot clean fingerprints on walls, bannisters, windows, and doors
- Vacuum, sweep and mop floors
- Tidy indoor recycling area; wash or wipe as needed
- Disinfect common laundry area surfaces
 - Clean lint traps
 - Empty trash
 - Replenish soap vending machines
 - Remove coins from machine coin boxes
- _____
- _____

Exterior Weekly Maintenance

- Pick up trash, inspect recycling areas, and secure bins and receptacles
- Rake leaves. remove fallen branches and debris
- Shovel walkways, steps, driveways
- Weed garden beds. Water as needed.
- _____
- _____

Monthly Routine Maintenance

- Inspect common area lights; replace burnt-out bulbs
- Inspect basement & attic, secure attic vents, inspect sump pumps
- Window & doors locks functional; repair broken glass/torn screens
- Check common areas for damage, remove anything blocking entrances
- Check, clean, and refill pest control bait and traps
- Check and clean gutters
- Inspect and repair walkways, walls, paving, & driveways
- _____
- _____

Quarterly & Seasonal Maintenance

- Clean air filters in HVAC ducts
- Ventilate the common areas
- Check screens and storm windows; repair/replace as needed
- Swap storm windows and doors
- Check heating and cooling thermostats
- Inspect for frozen exterior faucets, ice dams; repair as needed
- Winterize or re-open seasonal rentals and vacant units
- _____
- _____

Annual Interior Maintenance

- Clean carpets, repair floors in common areas
- Clean dryer vents
- Drain water heaters
- Check interior for mold
- Have HVAC systems cleaned and tuned
- Inspect smoke alarms, extinguishers, CO detectors, and sprinklers
- Inspect appliances, fans, plumbing, electrical, walls, floors, ceilings-- repair as needed
- _____
- _____

Annual Exterior Maintenance

- Check fire escapes are working; clear of obstruction
- Inspect siding and roof for holes, leaks, cracks, and wear. Fix as needed
- Inspect chimney for blockages or deterioration
- Check for exterior mold; Remediate as needed
- Power wash or paint siding
- Inspect fencing; repair or paint as needed
- Aerate lawn, seed as needed
- Mulch garden beds
- Reseal parking areas as needed
- Get a certificate of compliance from the local building inspector
- _____
- _____

Emergency Repairs

- Failed heating systems
- Hot water and drinkable water

- Working bathroom plumbing
- Safe and functional electricity
- Rodent and insect infestations
- Operable fire and safety equipment, including fire escapes
- Refrigerators, if provided by landlords
- _____
- _____

Non-Emergency Repairs

- Inoperable ceiling fans
- Dripping faucets
- Noisy radiators
- Torn or missing screens or storm windows
- Squeaky floors or doors
- Small appliances, such as microwaves
- _____
- _____

Inspection & Repair Notes

- Tenants given 24-hours notice
- Photos or videos taken
- Contacted and scheduled vendors
- Setup online maintenance tracking software
- Additional notes from inspection:
