Weekly Maintenance Monthly Maintenance Quarterly Maintenance Seasonal Maintenance

Annual Maintenance

**Rental Property Maintenance Checklist**

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***Rental property maintenance includes tasks that follow specific timelines and are performed weekly, monthly, quarterly, seasonally, and annually. This checklist will help you manage preventative, routine, and emergency rental property maintenance.***

Date Completed

Completed By

Note Repairs

# Interior Weekly Maintenance

Tasks Dust cobwebs

Pick up trash, circulars, and flyers

Dust and spot clean fingerprints on walls, banisters, 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 Remove coins from

machine coin boxes

Done?

Completed By

Note Repairs

Tasks

Pick up trash, inspect recycling areas, and secure bins and receptacles

Rake leaves, remove fallen branches and debris

Shovel walkways, steps, and driveways

Weed garden beds and water as needed

Done?

Completed By

Note Repairs

Tasks

Inspect common area lights; replace burnt-out bulbs

Inspect basement and attic, secure attic vents, inspect sump pumps

Window and 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, and driveways

Done?

Completed By

Note Repairs

**Quarterly Maintenance**

Tasks

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

Done?

Completed By

Note Repairs

Tasks

Inspect roofing for missing, loose, or damaged shingles and leaks

Change the air conditioner filter

Clean windows, siding, and door screens

Clean wood furniture and light fixtures

Remove leaves and debris from gutters and downspouts

Check batteries in smoke and carbon monoxide detectors

Inspect and pump the septic tank

Inspect sink, shower, and bath caulking

Vacuum lint from the dryer vent Inspect chimney for damage

Check outdoor faucets and sprinkler heads

Inspect air conditioning system Drain or flush the water heater

Fertilize the lawn

Done?

Completed By

Note Repairs

Tasks

Inspect garage door and all door hinges; oil garage door opener and chain

Clean kitchen exhaust fan filter

Clean refrigerator and freezer coils; empty and clean drip trays

Check the dishwasher for leaks

Inspect around kitchen and bathroom cabinets and around toilets for leaks

Replace interior and exterior faucet and showerhead washers as necessary

Done?

Completed By

Note Repairs

Tasks

Check fireplace for damage or hazards and clean the fireplace flues

Inspect air heating system (schedule an inspection in late summer or early fall before the heating season begins)

Check roofing for missing, loose, or damaged shingles and leaks

Seal cracks and gaps in windows and doors with caulk or weather stripping and replace as needed

Touch up exterior siding and trim with paint

Sweep leaves and aerate the lawn

Clean windows and siding

Clean gutters and downspouts from leaves and debris

Repair cracks and gaps in the driveway and walkway

Drain and winterize exterior plumbing

Check and tune up major home appliances before the holidays

Replace the batteries of smoke and carbon monoxide detectors

Clean the carpets

Done?

Completed By

Note Repairs

Tasks

Clean window and door screens

Inspect doors for squeaky handles and loose locks

Check for frayed cords and wires

Drain and store hoses, and drain in- ground sprinkler systems

Check the water heater for leaks Wrap insulation around outdoor

faucets and pipes in unheated garages

Done?

Completed By

Note Repairs

Tasks

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, carbon monoxide detectors, and sprinklers

Inspect appliances, fans, plumbing, electrical, walls, floors, and ceilings and repair as needed

Done?

Completed By

Note Repairs

Tasks

Check fire escapes are working and 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 the lawn, seed as needed Mulch garden beds

Reseal parking areas as needed

Get a certificate of compliance from the local building inspector

Done?

Completed By

Note Repairs

Tasks 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

Done?

Completed By

Note Repairs

Tasks Inoperable ceiling fans Dripping faucets

Noisy radiators

Torn or missing screens or storm windows

Squeaky floors or doors

Small appliances, such as microwaves

Done?

Completed By

Note Repairs

Tasks Tenants given 24-hour notice Photos or videos taken

Contacted and scheduled vendors

Setup online maintenance tracking software

Done?

Completed By

Note Repairs

**Additional Notes From Inspection**