*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** |
| --- | --- | --- | --- |
| Weekly Maintenance |  |  |  |
| Monthly Maintenance |  |  |  |
| Quarterly Maintenance |  |  |  |
| Seasonal Maintenance |  |  |  |
| Annual Maintenance |  |  |  |

# Interior Weekly Maintenance

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

☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Tasks** | **Completed By** | **Note Repairs** |
| --- | --- | --- |
| 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 |  |  |
|  |  |  |
|  |  |  |

# Exterior Weekly Maintenance

☐ 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

☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Tasks** | **Completed By** | **Note Repairs** |
| --- | --- | --- |
| 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 |  |  |
|  |  |  |
|  |  |  |

# Monthly Routine Maintenance

☐ 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

☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Tasks** | **Completed By** | **Note Repairs** |
| --- | --- | --- |
| 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 |  |  |
|  |  |  |
|  |  |  |

# Quarterly 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

☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Tasks** | **Completed By** | **Note Repairs** |
| --- | --- | --- |
| 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 |  |  |
|  |  |  |
|  |  |  |

# Seasonal Maintenance

## SPRING

☐ 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

☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Tasks** | **Completed By** | **Note Repairs** |
| --- | --- | --- |
| 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 |  |  |

| **Tasks** | **Completed By** | **Note Repairs** |
| --- | --- | --- |
| 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 |  |  |
|  |  |  |
|  |  |  |

## SUMMER

☐ 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

☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Tasks** | **Completed By** | **Note Repairs** |
| --- | --- | --- |
| 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 |  |  |
|  |  |  |
|  |  |  |

## FALL

☐ 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

☐ 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

☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Tasks** | **Completed By** | **Note Repairs** |
| --- | --- | --- |
| 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 |  |  |

| **Tasks** | **Completed By** | **Note Repairs** |
| --- | --- | --- |
| 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 |  |  |
| 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 |  |  |

| **Tasks** | **Completed By** | **Note Repairs** |
| --- | --- | --- |
| Check the water heater for leaks |  |  |
| Wrap insulation around outdoor faucets and pipes in unheated garages |  |  |
|  |  |  |
|  |  |  |

# 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, carbon monoxide detectors, and sprinklers

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

☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Tasks** | **Completed By** | **Note Repairs** |
| --- | --- | --- |
| Clean carpets, repair floors in common areas |  |  |
| Clean dryer vents |  |  |
| Drain water heaters |  |  |
| Check interior for mold |  |  |

| **Tasks** | **Completed By** | **Note Repairs** |
| --- | --- | --- |
| 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 |  |  |
|  |  |  |
|  |  |  |

# Annual Exterior Maintenance

☐ 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 lawn, seed as needed

☐ Mulch garden beds

☐ Reseal parking areas as needed

☐ Get a certificate of compliance from the local building inspector

☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Tasks** | **Completed By** | **Note Repairs** |
| --- | --- | --- |
| 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 |  |  |
|  |  |  |
|  |  |  |

# 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

☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Tasks** | **Completed By** | **Note 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

☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Tasks** | **Completed By** | **Note 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-hour notice ☐ Photos or videos taken

☐ Contacted and scheduled vendors

☐ Setup online maintenance tracking software ☐ Additional notes from inspection:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Tasks** | **Completed By** | **Note Repairs** |
| --- | --- | --- |
| Tenants given 24-hour notice |  |  |
| Photos or videos taken |  |  |
| Contacted and scheduled vendors |  |  |
| Setup online maintenance tracking software |  |  |
|  |  |  |
|  |  |  |

**Additional notes from inspection:**

