

# THE MAINTENANCE SYSTEM THAT LETS YOU SLEEP THROUGH 2 AM EMERGENCIES

Maintaining your rental property not only ensures tenant satisfaction and safety but also preserves the value of your investment. Regular, preventative maintenance can help avoid costly repairs in the future and keep your property looking its best. This checklist is designed to help rental property owners keep track of essential maintenance tasks throughout the year.

## Monthly Maintenance Tasks

- Inspect, and possibly change out HVAC filters.
- Clean kitchen sink disposal.
- Inspect fire extinguishers.
- Test smoke alarms and carbon monoxide detectors.
- Check that indoor and outdoor air vents are not blocked.
- Flush hot water heater to remove sediment buildup.

## Quarterly Maintenance Tasks

- Test garage door auto-reverse feature.
- Run water and flush toilets in unused spaces.
- Check water softener and add salt if needed.
- Clean range hood filters to prevent grease build-up.
- Inspect roof for damage, signs of leaks, or missing shingles.
- Inspect property for any signs of leaks or water damage.

## Biannual Maintenance Tasks

- Deep clean the entire property, focusing on areas less frequently cleaned.
- Inspect and clean the dryer vent, other exhaust vents to the exterior of your home.
- Service your heating system before the winter season begins.
- Check driveways and pathways for cracks. Repair as needed to prevent water damage and safety hazards.
- Inspect and, if necessary, caulk around windows and doors to boost insulation.
- Service air conditioning systems before the summer season begins.

## Annual Maintenance Tasks

- Inspect the property's foundation for cracks or signs of movement.
- Clean gutters and downspouts to prevent water damage from rain.
- Check decks, patios, porches, stairs, and railings for wear and safety hazards.
- Inspect and clean chimneys and fireplaces.
- Seal tile grout to prolong its life and appearance.
- Inspect exterior paint and do touch-ups as needed.
- Pest control inspection and treatment to prevent infestations.

## Seasonal Maintenance Tasks

### Spring

- Clean window screens and check for damage.
- Prepare landscaping and garden beds for spring growth.
- Check irrigation system for leaky valves and exposed lines.

### Summer

- Trim overgrowth and remove debris from outdoor spaces.
- Check for pest invasions, particularly ants, spiders, and wasps.
- Inspect and repair outdoor play equipment.

### Fall

- Winterize AC systems and prepare heating systems for use
- Check weather stripping and replace if needed
- Rake leaves and aerate the lawn.

### Winter

- Inspect and prevent ice dams and icicles
- Check and repair insulation to keep heating costs down.
- Protect pipes from freezing temperatures.

Maintaining a rental property requires ongoing attention and care. By following this maintenance checklist, you can ensure that your property remains in excellent condition, thereby retaining its value and appeal to current and prospective tenants.

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