

OWNER RENT-READY CHECK LIST

The upkeep and condition of your rental property is of vital importance. Dorman is known for clean, well-kept homes. The better the condition, the sooner we can have it rented, and the better our chances are at finding and keeping a good quality tenant.

Below is a list of items that must be completed at your expense before a tenant moves in. If you need any assistance with the below list of needs, please refer to our Vendor Referral List.

GENERAL

1. All personal items and trash **MUST** be removed from the property. This would include, but is not limited to, toilet paper, shower curtains and rings, fireplace tools, hangers, plungers, hoses, ladders, doormats, yard tools, and cleaning supplies. If owner leaves any of these items, we may remove them at owner's expense. We will not keep track of these "personal items" and by leaving them on site, it encourages tenants to leave similar items behind, which will become clutter. Therefore, it is Dorman's policy to ensure all personal items and trash are removed from the home, with the exception of kitchen appliances.
2. **Do** leave any designated items for the property organized and well-marked (paint, instruction books, etc.) and leave special instructions in easy to find areas.
3. Please feel free to reference our Cleaning Check List & Instructions for our interior cleaning standards (available on our website).
4. Fill any nail and screw holes in walls and touch-up paint or re-paint if needed.
5. Have wood-burning fireplaces chimneys must be cleaned and inspected.
6. Make sure the vinyl is not coming up and carpet is not in need of stretching or repair.
7. Sweep patios, decks, garage, storage units & steps.
8. Replace burned out light bulbs (don't forget the oven, vent hood, microwave and refrigerator).
9. All light covers and globes must be in place and free from cracks.
10. Replace any "CFL style" light bulbs with regular incandescent bulbs or LED due to the potentially dangerous levels of mercury in the CFL bulbs.
11. Make sure that all outlets, light fixtures and switches are working.
12. Replace any cracked, broken or missing outlet and switch covers.
13. Stairs and railings inside and out must be secure.
14. Treat for pests as applicable.
15. Wood trim, banisters and or cabinets may need Minwax or a similar conditioning product.
16. "Tag" the shut off for the water main.
17. "Tag" the water heater shut off valve.
18. "Tag" the sprinkler system shut off.
19. Change batteries in smoke detectors. Replace detectors that are over 10 years old. At a minimum, a smoke detector needs to be on each level of the house. This also depends on the age of the home.
20. A Carbon Monoxide Detector is mandatory within 15 feet of every "sleeping area." We prefer the plug-in type with a digital read-out and battery back-up. No battery only detectors please.
21. Don't forget to leave all remotes to include garage, fireplace, fans, etc.
22. Ensure that the doorbell works if present.
23. No interior keyed door knobs are allowed, i.e. bedroom, bathroom doors, etc.

CARPETS

24. ALL CARPETS MUST BE PROFESSIONALLY CLEANED WITH A **TRUCK MOUNTED SYSTEM**. IF THE JOB DOES NOT MEET OUR STANDARDS, YOU MAY BE CHARGED AGAIN.
25. If you have a pet, you must include an enzyme treatment or odor treatment besides the regular cleaning.
26. If there is still pet odor after cleaning and treatment. Carpets may need to be replaced.

WINDOWS/DOORS

27. Ensure window coverings in critical areas are in place and clean.
28. Replace broken glass/windows.
29. Make sure windows in every room open, latch and lock.
30. Replace any ripped or torn window screens and ensure that all windows that open have a screen.
31. Ensure that all window and door locks and function properly.
32. Door stops are needed for all doors.
33. Doors and garage doors: All exterior doors need to be in sound condition and weather tight.

BATHROOMS/KITCHENS

34. Install shower curtain rods if there are none and they are needed.
35. Replace all caulking and missing or crumbling tile grout.
36. Make sure that all plumbing is working properly and leak free.
37. Check garbage disposal for proper operation (also the rubber splash guard).
38. Kitchen and Bathroom sink and tub stoppers needed.
39. Fix any running toilets.

APPLIANCES

40. Check all appliances for proper working condition.
41. Replace and date the refrigerator/freezer water filter if applicable.
42. Humidifiers: If not working, must be removed or clearly stated in the Management Agreement and on the equipment, that it is not working and will not be repaired. We prefer that they are not left at all.
43. Replace furnace filter (please leave extras) and have furnace inspected if not done in the past 12 months.
44. Water heater must have pressure relief valve and downward discharge pipe.
45. Water Softener maintenance must be established by the Owner prior to management. Owner is responsible for payment of same during management term. Owner must provide a copy of the maintenance contract to Dorman. Owner must provide maintenance company with Management's contact information.

EXTERIOR/YARD

46. Final clean-up of yard and remove decorative yard items (trim bushes & trees as needed).
47. Remove all leaves, pine needles, dog feces and trash from yards.
48. Yard must be mowed within 3 days of (move-in/move-out) and weed free.
49. Clean cobwebs from exterior and check outside lights.
50. Exterior lighting is to be provided where hazards may exist. All fixtures must be in working order. If 110 lighting is provided, it should be in working order or removed.
51. Replace burned out light bulbs.
52. All light covers and globes must be in place and free from cracks.
53. Replace any "CFL style" light bulbs with regular incandescent or LED bulbs due to the potentially dangerous

levels of mercury in the CFL bulbs.

54. Disconnect and remove all garden hoses.
55. Ensure that the sprinkler system is properly shut down for winter or turned on and programmed for summer.
56. Check gutters for blockages, leaks and proper drainage. Ensure that splash-blocks are in place.
57. Make sure that the roof is in good repair.
58. Remove oil/grease stains from patios, driveways, and garage floors.
59. Any trip and fall hazards must be identified to management if owner is not able to correct prior to management.
60. Stain decking and fences as needed (check for sturdiness).
61. The exterior should have no flaking or chipping paint.
62. Remove all debris, leaves, and trash from window wells.
63. Decking and fences must be in good repair and stable.

If any of the above items are not completed, Dorman may order for completion at owner's expense.