

SCHEDULE C – Owner Make Ready Checklist

American West Realty and Management works hard to protect your investment. A clean, well maintained home is easier to rent, attracts higher-quality tenants, rents for a higher rate, and reduces turnover. When the Tenant vacates, we expect them to return it in the same (or better) condition. The cleaner the home is prior to renting it, the easier it will be for us to keep it in that same condition.

We expect smoke alarms in every rental. We recommend a smoke detector inside each bedroom or in a common hall outside the bedrooms. There should be at least one detector per floor.

Any home that burns fuel (gas, propane, wood, etc.) should have a carbon monoxide (CO₂) detector on each floor. Place the detector at least one meter away from the fuel-burning appliance and no more than five feet above the ground. We prefer the plug-in type with digital display and battery backup.

Our office may be able to help you prepare the home. To protect all parties, we will request you put this in writing and that you pay in advance to cover the expected charges.

General Guidance

- Remove all personal items, trash, animal feces. American West Realty will not take responsibility for items left on the property.
- If you leave touch-up paint or other items behind, be sure they are well organized, marked, and stored properly.
- Leave special instructions for unique equipment (jetted tub, sprinkler, fireplace, etc.)
- Provide four sets of keys for the house, garage remotes, and any access codes
- Doorbell functions (if present) and is well mounted.
- Change batteries in all detection devices and test for proper function. We recommend a 10-year battery.
- Mail box is in place and functional.
- If paint, flooring, or other items are worn and beyond their useful life, we may require replacement prior to placing a Tenant.

Doors and Windows

- Doors and windows can open and remain open on their own.
- Security locks are fully functional on doors and windows.
- No cracked/broken glass in windows.
- Screens are not torn or broken.
- Clean glass, inside and out. Wash mirrors, sliding doors, storm doors, etc.
- Window dressings are secure and clean.

Touch up caulk or weather stripping around doors and windows.

Interior

- Patch holes and touch up paint. The nicer it looks, the easier to maintain.
- Professionally clean and deodorize carpet. Ensure carpet is not wrinkled.
- Floors swept and mopped. Vinyl floor is not torn and is glued down properly. Hardwood floors properly stained and protected.
- All light covers in place, not cracked or broken, cleaned inside and out.
- All bulbs function and are of matching brightness, color, and style.
- Ceiling fans function, blades are clean and secure.
- Outlets and light switches are clean, safe, and functional.
- Stairs and railings are stable, safe, and well lit.
- Walls, window sills, baseboards, door frames, doors, light switches, and other surfaces are clean and free of fingerprints.
- Home is free of pests.

Kitchen / Bathroom

- Shower curtain rods or doors are in place.
- Replace missing grout/caulk in bathrooms and kitchen. Check around sinks, bathtubs, back splashes, etc.
- Plumbing works properly and is not leaking.
- Sinks, tubs, and showers are draining properly and have stoppers.
- Toilets flush properly and do not run continuously.
- Ventilation fans in bathroom and kitchen are clean, have functioning lights (when available), and ventilate properly.
- Wipe out cabinets and drawers in kitchen, bathroom. Ensure hardware and hinges are secure and functional. Wipe off cabinet doors and drawers.
- Clean oven, fridge, dishwasher, microwave, clothes washer and dryer inside/out.
- Pull appliances away from the wall to clean under/behind them.
- Garbage disposal is free of debris and functional.

Systems

- Furnace is inspected and/or serviced. Change air filters.
- Water heater is fully functional, has a functioning pressure relief valve and discharge pipe within six inches of the floor.
- If applicable, clean chimneys, fireplaces, and wood stoves. Make sure the flu functions and the chimney drafts properly.
- Ensure the water shutoff, water heater, furnace, sprinkler system controller, and gas shutoff are all accessible.
- Garage door opener functions properly, to include the safety reverse switch.

Exterior

- Yard is raked, mowed, and free of trash, debris, or animal feces.
- Shrubs and trees are properly pruned.
- Exterior lighting is functional with light covers in place and free of bugs.
- Garden hoses are disconnected from the house and stored or removed from the property.
- Gutters and roof are cleaned, down spouts are intact and functional.
- Sweep / mop garage, driveway, patio, etc.
- Remove oil/grease stains from the driveway, parking area, and/or garage.
- Fences, gates, and decks are sturdy and properly protected against the elements.