

RENT READY MAINTENANCE CHECKLIST

Fort Lowell Realty & Property Management, Inc.
P.O. Box 36163, Tucson, AZ 85740
520.307.4384 (Sarah Haynie)

Property Address: _____

I have checked the following items:

- Checked & locked all windows & doors.
- Rekeyed.
- Checked for garage door openers. There are _____ and they work and are on the kitchen counter.
- Recoded Garage door openers and remotes.
- Turned off all lights (except those directed to leave on for security).
- Checked A/C & Heater Filters and replaced as necessary.
- Checked A/C & Heater batteries and replaced as necessary.
- Turned A/C to 88-90 in summer, heater to 50 in winter.
- Left refrigerator on at lowest setting.
- Touched up all paint (or full paint with Agent authorization).
- Replace burned out light bulbs.
- Check smoke detectors/Replace batteries.
- I made sure I left nothing outside/inside.
- Noted any problems and reported same (e.g. mold, utilities not on). See attached proposal.
- Exterior needs maintenance. See attached proposal.
- Roof needs maintenance. See attached proposal.

I have checked for maintenance items such as ceilings, sink or toilet leaks, Appliances, garbage disposal, windows/screens, blinds, etc. Listed below are items that need attention:

- I have returned the key to Fort Lowell Realty & Property Management, Inc. no later than the day after I picked it up as is their requirement (or left in lockbox and notified Agent). I understand that I may not return the keys by mail.
- I will have completed the work order within 2 days of accepting it. If I cannot complete a work order within 2 days of acceptance or by the deadline given, I will decline the work order. I will have completed my work on the same day I started (unless authorized by Agent).
- I will turn my bill in promptly with the keys.
- I understand that I will not be paid unless this form is submitted with my bill.

Signed: _____ Date: _____

Received: _____ Date: _____