

## ANNUAL PROPERTY INSPECTION CHECKLIST

### INTERIOR

- Rooms are generally clean and in good repair: Everything should look and work just like it did when we rented it to you, except that your stuff is in it.
- Insect prevention has been done: We handle the annual termite inspection/prevention. It is your responsibility to ensure that there are not ants, roaches, fleas, or any other types of interior pests.
- A/C filter has been changed.
- Dryer vent has been kept clear of buildup.
- Fireplace (if applicable) is kept clean of ashes/debris.
- There are no leaks in sinks/tubs/showers/washer.

### EXTERIOR

- Gutters have been cleaned.
- Bushes have been trimmed so that they are not touching the house/shed/fence.
- Weeds have been removed/prevented from planting beds, walkways, and driveway.
- Tree limbs are not resting on or touching the house/shed/fence in any way.
- Lawn is kept up with (mowing).
- A/C unit is kept clear of leaves/debris.
- Crawlspace door is kept latched/locked.
- Fence/gates and mailboxes are kept in good repair.
- Water is directed away from the house (gutters have their downspout diverters under them).

### MAKE NOTES FOR US

- If there are any items that need our attention, please make note of them and let us know **BEFORE** we come for the inspection. Anything that is our responsibility, we will bring what's needed and address the issue when we come for the inspection. If you are not sure what is your responsibility and what is ours, please review your lease... the summary is that we are responsible for systems such as HVAC, and ensuring working appliances, and you are responsible for the upkeep/maintenance of the house and yard. Washers and dryers are complimentary loaners.

For more tips, please take a look at this article, <http://www.myplacetorent.com/springtime-tips-for-your-home/>.

*THANK YOU FOR DOING YOUR BEST TO BE GREAT TENANTS, AS WE CONTINUE TO BE THE BEST POSSIBLE LANDLORDS!*