

Rental Property Maintenance Checklist

Rental property maintenance includes tasks that follow specific timelines and are performed weekly, monthly, quarterly, seasonally, and annually. This checklist will help you manage preventative, routine, and emergency rental property maintenance.

	Date Completed	Completed By	Note Repairs
Weekly Maintenance			
Monthly Maintenance			
Quarterly Maintenance			
Seasonal Maintenance			
Annual Maintenance			

Interior Weekly Maintenance

- Dust cobwebs
- Pick up trash, circulars, and flyers
- Dust and spot clean fingerprints on walls, banisters, windows, and doors
- Vacuum, sweep, and mop floors
- Tidy indoor recycling area; wash or wipe as needed
- Disinfect common laundry area surfaces
 - Clean lint traps
 - Empty trash
 - Remove coins from machine coin boxes
- _____
- _____

Rental Property Maintenance Checklist

Tasks	Completed By	Note Repairs
Dust cobwebs		
Pick up trash, circulars, and flyers		
Dust and spot clean fingerprints on walls, banisters, windows, and doors		
Vacuum, sweep, and mop floors		
Tidy indoor recycling area; wash or wipe as needed		
Disinfect common laundry area surfaces <ul style="list-style-type: none"> • Clean lint traps • Empty trash • Remove coins from machine coin boxes 		

Rental Property Maintenance Checklist

Exterior Weekly Maintenance

- Pick up trash, inspect recycling areas, and secure bins and receptacles
- Rake leaves, remove fallen branches and debris
- Shovel walkways, steps, and driveways
- Weed garden beds and water as needed
- _____
- _____

Tasks	Completed By	Note Repairs
Pick up trash, inspect recycling areas, and secure bins and receptacles		
Rake leaves, remove fallen branches and debris		
Shovel walkways, steps, and driveways		
Weed garden beds and water as needed		

Rental Property Maintenance Checklist

Monthly Routine Maintenance

- Inspect common area lights; replace burnt-out bulbs
- Inspect basement and attic, secure attic vents, inspect sump pumps
- Window and doors locks functional; repair broken glass/torn screens
- Check common areas for damage, remove anything blocking entrances
- Check, clean, and refill pest control bait and traps
- Check and clean gutters
- Inspect and repair walkways, walls, paving, and driveways
- _____
- _____

Tasks	Completed By	Note Repairs
Inspect common area lights; replace burnt-out bulbs		
Inspect basement and attic, secure attic vents, inspect sump pumps		
Window and doors locks functional; repair broken glass/ torn screens		
Check common areas for damage, remove anything blocking entrances		
Check, clean, and refill pest control bait and traps		
Check and clean gutters		
Inspect and repair walkways, walls, paving, and driveways		

Rental Property Maintenance Checklist

Quarterly Maintenance

- Clean air filters in HVAC ducts
- Ventilate the common areas
- Check screens and storm windows; repair/replace as needed
- Swap storm windows and doors
- Check heating and cooling thermostats
- Inspect for frozen exterior faucets, ice dams; repair as needed
- Winterize or re-open seasonal rentals and vacant units
- _____
- _____

Tasks	Completed By	Note Repairs
Clean air filters in HVAC ducts		
Ventilate the common areas		
Check screens and storm windows; repair/replace as needed		
Swap storm windows and doors		
Check heating and cooling thermostats		
Inspect for frozen exterior faucets, ice dams; repair as needed		
Winterize or re-open seasonal rentals and vacant units		

Rental Property Maintenance Checklist

Seasonal Maintenance

SPRING

- Inspect roofing for missing, loose, or damaged shingles and leaks
- Change the air conditioner filter
- Clean windows, siding, and door screens
- Clean wood furniture and light fixtures
- Remove leaves and debris from gutters and downspouts
- Check batteries in smoke and carbon monoxide detectors
- Inspect and pump the septic tank
- Inspect sink, shower, and bath caulking
- Vacuum lint from the dryer vent
- Inspect chimney for damage
- Check outdoor faucets and sprinkler heads
- Inspect air conditioning system
- Drain or flush the water heater
- Fertilize the lawn
- _____
- _____

Tasks	Completed By	Note Repairs
Inspect roofing for missing, loose, or damaged shingles and leaks		
Change the air conditioner filter		
Clean windows, siding, and door screens		
Clean wood furniture and light fixtures		
Remove leaves and debris from gutters and downspouts		
Check batteries in smoke and carbon monoxide detectors		

Rental Property Maintenance Checklist

Tasks	Completed By	Note Repairs
Inspect and pump the septic tank		
Inspect sink, shower, and bath caulking		
Vacuum lint from the dryer vent		
Inspect chimney for damage		
Check outdoor faucets and sprinkler heads		
Inspect air conditioning system		
Drain or flush the water heater		
Fertilize the lawn		

SUMMER

- Inspect garage door and all door hinges; oil garage door opener and chain
- Clean kitchen exhaust fan filter
- Clean refrigerator and freezer coils; empty and clean drip trays
- Check the dishwasher for leaks
- Inspect around kitchen and bathroom cabinets and around toilets for leaks
- Replace interior and exterior faucet and showerhead washers as necessary
- _____
- _____

Rental Property Maintenance Checklist

Tasks	Completed By	Note Repairs
Inspect garage door and all door hinges; oil garage door opener and chain		
Clean kitchen exhaust fan filter		
Clean refrigerator and freezer coils; empty and clean drip trays		
Check the dishwasher for leaks		
Inspect around kitchen and bathroom cabinets and around toilets for leaks		
Replace interior and exterior faucet and showerhead washers as necessary		

Rental Property Maintenance Checklist

FALL

- Check fireplace for damage or hazards and clean the fireplace flues
- Inspect air heating system (schedule an inspection in late summer or early fall before the heating season begins)
- Check roofing for missing, loose, or damaged shingles and leaks
- Seal cracks and gaps in windows and doors with caulk or weather stripping and replace as needed
- Touch up exterior siding and trim with paint
- Sweep leaves and aerate the lawn
- Clean windows and siding
- Clean gutters and downspouts from leaves and debris
- Repair cracks and gaps in the driveway and walkway
- Drain and winterize exterior plumbing
- Check and tune up major home appliances before the holidays
- Replace the batteries of smoke and carbon monoxide detectors
- Clean the carpets
- Clean window and door screens
- Inspect doors for squeaky handles and loose locks
- Check for frayed cords and wires
- Drain and store hoses, and drain in-ground sprinkler systems
- Check the water heater for leaks
- Wrap insulation around outdoor faucets and pipes in unheated garages
- _____
- _____

Tasks	Completed By	Note Repairs
Check fireplace for damage or hazards and clean the fireplace flues		
Inspect air heating system (schedule an inspection in late summer or early fall before the heating season begins)		
Check roofing for missing, loose, or damaged shingles and leaks		

Rental Property Maintenance Checklist

Tasks	Completed By	Note Repairs
Seal cracks and gaps in windows and doors with caulk or weather stripping and replace as needed		
Touch up exterior siding and trim with paint		
Sweep leaves and aerate the lawn		
Clean windows and siding		
Clean gutters and downspouts from leaves and debris		
Repair cracks and gaps in the driveway and walkway		
Drain and winterize exterior plumbing		
Check and tune up major home appliances before the holidays		
Replace the batteries of smoke and carbon monoxide detectors		
Clean the carpets		
Clean window and door screens		
Inspect doors for squeaky handles and loose locks		
Check for frayed cords and wires		
Drain and store hoses, and drain in-ground sprinkler systems		

Rental Property Maintenance Checklist

Tasks	Completed By	Note Repairs
Check the water heater for leaks		
Wrap insulation around outdoor faucets and pipes in unheated garages		

Annual Interior Maintenance

- Clean carpets, repair floors in common areas
- Clean dryer vents
- Drain water heaters
- Check interior for mold
- Have HVAC systems cleaned and tuned
- Inspect smoke alarms, extinguishers, carbon monoxide detectors, and sprinklers
- Inspect appliances, fans, plumbing, electrical, walls, floors, and ceilings and repair as needed
- _____
- _____

Tasks	Completed By	Note Repairs
Clean carpets, repair floors in common areas		
Clean dryer vents		
Drain water heaters		
Check interior for mold		

Rental Property Maintenance Checklist

Tasks	Completed By	Note Repairs
Have HVAC systems cleaned and tuned		
Inspect smoke alarms, extinguishers, carbon monoxide detectors, and sprinklers		
Inspect appliances, fans, plumbing, electrical, walls, floors, and ceilings and repair as needed		

Annual Exterior Maintenance

- Check fire escapes are working and clear of obstruction
- Inspect siding and roof for holes, leaks, cracks, and wear; fix as needed
- Inspect chimney for blockages or deterioration
- Check for exterior mold; remediate as needed
- Power wash or paint siding
- Inspect fencing; repair or paint as needed
- Aerate lawn, seed as needed
- Mulch garden beds
- Reseal parking areas as needed
- Get a certificate of compliance from the local building inspector
- _____
- _____

Rental Property Maintenance Checklist

Tasks	Completed By	Note Repairs
Check fire escapes are working and clear of obstruction		
Inspect siding and roof for holes, leaks, cracks, and wear; fix as needed		
Inspect chimney for blockages or deterioration		
Check for exterior mold; remediate as needed		
Power wash or paint siding		
Inspect fencing; repair or paint as needed		
Aerate the lawn, seed as needed		
Mulch garden beds		
Reseal parking areas as needed		
Get a certificate of compliance from the local building inspector		

Rental Property Maintenance Checklist

Emergency Repairs

- Failed heating systems
- Hot water and drinkable water
- Working bathroom plumbing
- Safe and functional electricity
- Rodent and insect infestations
- Operable fire and safety equipment, including fire escapes
- Refrigerators, if provided by landlords
- _____
- _____

Tasks	Completed By	Note Repairs
Failed heating systems		
Hot water and drinkable water		
Working bathroom plumbing		
Safe and functional electricity		
Rodent and insect infestations		
Operable fire and safety equipment, including fire escapes		
Refrigerators, if provided by landlords		

Rental Property Maintenance Checklist

Non-emergency Repairs

- Inoperable ceiling fans
- Dripping faucets
- Noisy radiators
- Torn or missing screens or storm windows
- Squeaky floors or doors
- Small appliances, such as microwaves
- _____
- _____

Tasks	Completed By	Note Repairs
Inoperable ceiling fans		
Dripping faucets		
Noisy radiators		
Torn or missing screens or storm windows		
Squeaky floors or doors		
Small appliances, such as microwaves		

Rental Property Maintenance Checklist

Inspection & Repair Notes

- Tenants given 24-hour notice
- Photos or videos taken
- Contacted and scheduled vendors
- Setup online maintenance tracking software
- Additional notes from inspection:

Tasks	Completed By	Note Repairs
Tenants given 24-hour notice		
Photos or videos taken		
Contacted and scheduled vendors		
Setup online maintenance tracking software		

Additional notes from inspection:
