

PROPERTY MAINTENANCE CHECKLIST FOR LANDLORDS

Regular property maintenance is crucial for ensuring the longevity of your rental property and keeping your tenants satisfied. Use this checklist as a guide to stay organised and stay on top of essential maintenance tasks.

Exterior Maintenance:

- ☐ Inspect the roof for any signs of damage, leaks, or missing shingles.
- ☐ Clean gutters and downspouts to prevent water damage.
- ☐ Check the condition of the siding or exterior walls for cracks or peeling paint.
- ☐ Inspect and repair any damaged or uneven walkways, driveways, or stairs.
- ☐ Trim trees and shrubs away from the property and ensure they don't pose any safety hazards.
- ☐ Test outdoor lighting and replace any burnt-out bulbs.

Interior Maintenance:

- ☐ Check and replace HVAC filters regularly.
- ☐ Inspect and clean air vents, ensuring proper airflow.
- ☐ Test smoke detectors
- ☐ Inspect plumbing for leaks, drips, or running toilets. Fix any issues promptly.
- ☐ Check for signs of water damage on ceilings, walls, or under sinks.
- ☐ Test all electrical outlets and replace any malfunctioning switches or outlets.
- ☐ Inspect windows and doors for proper sealing and functionality.
- ☐ Check and repair any damaged or loose floorings, tiles, or carpets.
- ☐ Clean and maintain appliances, including refrigerators, stoves, dishwashers, and laundry machines.

Seasonal Maintenance:

- ☐ Schedule regular HVAC system inspections and maintenance, especially before summer and winter.
- ☐ Clean and inspect the chimney and fireplace before the winter season.
- ☐ Test and service sprinkler systems in the spring.

General Safety:

- ☐ Ensure all emergency exits are clear and accessible.
- ☐ Provide proper outdoor lighting to enhance safety and security.
- ☐ Consider installing a security system or updating existing ones.
- ☐ Maintain clear communication channels with tenants regarding safety measures and emergency procedures.