

# Rental Property Maintenance Checklist

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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

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

## Exterior Weekly Maintenance

Tasks	Done?	Completed By	Note Repairs
Pick up trash, inspect recycling areas, and secure bins and receptacles	<input type="checkbox"/>		
Rake leaves, remove fallen branches and debris	<input type="checkbox"/>		
Shovel walkways, steps, and driveways	<input type="checkbox"/>		
Weed garden beds and water as needed	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		





## Monthly Routine Maintenance

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



## Quarterly Maintenance

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

## Seasonal Maintenance - Spring

Tasks	Done?	Completed By	Note Repairs
Inspect roofing for missing, loose, or damaged shingles and leaks	<input type="checkbox"/>		
Change the air conditioner filter	<input type="checkbox"/>		
Clean windows, siding, and door screens	<input type="checkbox"/>		
Clean wood furniture and light fixtures	<input type="checkbox"/>		
Remove leaves and debris from gutters and downspouts	<input type="checkbox"/>		
Check batteries in smoke and carbon monoxide detectors	<input type="checkbox"/>		
Inspect and pump the septic tank	<input type="checkbox"/>		
Inspect sink, shower, and bath caulking	<input type="checkbox"/>		
Vacuum lint from the dryer vent	<input type="checkbox"/>		

## Seasonal Maintenance - Spring *(continued)*

Tasks	Done?	Completed By	Note Repairs
Inspect chimney for damage	<input type="checkbox"/>		
Check outdoor faucets and sprinkler heads	<input type="checkbox"/>		
Inspect air conditioning system	<input type="checkbox"/>		
Drain or flush the water heater	<input type="checkbox"/>		
Fertilize the lawn	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		



## Seasonal Maintenance - Summer

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



## Seasonal Maintenance - Fall

Tasks	Done?	Completed By	Note Repairs
Check fireplace for damage or hazards and clean the fireplace flues	<input type="checkbox"/>		
Inspect air heating system (schedule an inspection in late summer or early fall before the heating season begins)	<input type="checkbox"/>		
Check roofing for missing, loose, or damaged shingles and leaks	<input type="checkbox"/>		
Seal cracks and gaps in windows and doors with caulk or weather stripping and replace as needed	<input type="checkbox"/>		
Touch up exterior siding and trim with paint	<input type="checkbox"/>		
Sweep leaves and aerate the lawn	<input type="checkbox"/>		
Clean windows and siding	<input type="checkbox"/>		
Clean gutters and downspouts from leaves and debris	<input type="checkbox"/>		

## Seasonal Maintenance - Fall *(continued)*

Tasks	Done?	Completed By	Note Repairs
Repair cracks and gaps in the driveway and walkway	<input type="checkbox"/>		
Drain and winterize exterior plumbing	<input type="checkbox"/>		
Check and tune up major home appliances before the holidays	<input type="checkbox"/>		
Replace the batteries of smoke and carbon monoxide detectors	<input type="checkbox"/>		
Clean the carpets	<input type="checkbox"/>		
Clean window and door screens	<input type="checkbox"/>		
Inspect doors for squeaky handles and loose locks	<input type="checkbox"/>		
Check for frayed cords and wires	<input type="checkbox"/>		
Drain and store hoses, and drain in-ground sprinkler systems	<input type="checkbox"/>		

## Seasonal Maintenance - Fall *(continued)*

Tasks	Done?	Completed By	Note Repairs
Check the water heater for leaks	<input type="checkbox"/>		
Wrap insulation around outdoor faucets and pipes in unheated garages	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		



## Annual Interior Maintenance

Tasks	Done?	Completed By	Note Repairs
Clean carpets, repair floors in common areas	<input type="checkbox"/>		
Clean dryer vents	<input type="checkbox"/>		
Drain water heaters	<input type="checkbox"/>		
Check interior for mold	<input type="checkbox"/>		
Have HVAC systems cleaned and tuned	<input type="checkbox"/>		
Inspect smoke alarms, extinguishers, carbon monoxide detectors, and sprinklers	<input type="checkbox"/>		
Inspect appliances, fans, plumbing, electrical, walls, floors, and ceilings and repair as needed	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

## Annual Exterior Maintenance

Tasks	Done?	Completed By	Note Repairs
Check fire escapes are working and clear of obstruction	<input type="checkbox"/>		
Inspect siding and roof for holes, leaks, cracks, and wear; fix as needed	<input type="checkbox"/>		
Inspect chimney for blockages or deterioration	<input type="checkbox"/>		
Check for exterior mold; remediate as needed	<input type="checkbox"/>		
Power wash or paint siding	<input type="checkbox"/>		
Inspect fencing; repair or paint as needed	<input type="checkbox"/>		
Aerate the lawn, seed as needed	<input type="checkbox"/>		
Mulch garden beds	<input type="checkbox"/>		
Reseal parking areas as needed	<input type="checkbox"/>		

## Annual Exterior Maintenance *(continued)*

Tasks	Done?	Completed By	Note Repairs
Get a certificate of compliance from the local building inspector	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		



## Emergency Repairs

Tasks	Done?	Completed By	Note Repairs
Failed heating systems	<input type="checkbox"/>		
Hot water and drinkable water	<input type="checkbox"/>		
Working bathroom plumbing	<input type="checkbox"/>		
Safe and functional electricity	<input type="checkbox"/>		
Rodent and insect infestations	<input type="checkbox"/>		
Operable fire and safety equipment, including fire escapes	<input type="checkbox"/>		
Refrigerators, if provided by landlords	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		



## Non-emergency Repairs

Tasks	Done?	Completed By	Note Repairs
Inoperable ceiling fans	<input type="checkbox"/>		
Dripping faucets	<input type="checkbox"/>		
Noisy radiators	<input type="checkbox"/>		
Torn or missing screens or storm windows	<input type="checkbox"/>		
Squeaky floors or doors	<input type="checkbox"/>		
Small appliances, such as microwaves	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		



## Inspection & Repair Notes

Tasks	Done?	Completed By	Note Repairs
Tenants given 24-hour notice	<input type="checkbox"/>		
Photos or videos taken	<input type="checkbox"/>		
Contacted and scheduled vendors	<input type="checkbox"/>		
Setup online maintenance tracking software	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

### Additional Notes From Inspection