

Rental Property Due Diligence Checklist

Exterior

☐ Exterior Doors

- ☐ No damage to the exterior doors
- ☐ Locks function properly
- ☐ Doors open and close with ease
- ☐ No major gaps in frame to promote insect or rodent infestation

☐ Siding

- ☐ No major damage to siding
- ☐ Soffit and fascia in good shape
- ☐ Weather-tight siding
- ☐ Wood surfaces coated with weather-resistant coating
- ☐ No significant paint chipping

☐ Foundation

- ☐ No major cracks or bowing
- ☐ Proper grade around the entire building to direct water away from the foundation

☐ Roof

- ☐ Shingles show no signs of major damage
- ☐ Flashing in good shape
- ☐ No holes in roof that would lead to leaking
- ☐ Roof turbines are not damaged
- ☐ Roof vents in good shape

☐ Downspouts and Gutters

- ☐ No damage to downspouts
- ☐ No damage to gutters
- ☐ Debris in gutters cleaned out
- ☐ Downspouts are directing water away from foundation

☐ Decks and Stairs

- ☐ No deterioration of stairs leading into the building
- ☐ Stairs are evenly spaced to avoid trip hazard
- ☐ Handrails present if there are 4 or more risers

☐ Garbage

- ☐ Trash and debris is being properly disposed of in the correct bins
- ☐ Containers are not overflowing onto ground

☐ Vehicle

- ☐ Vehicles parked correctly
- ☐ Driveways are not being used to fix cars

☐ Garages

- ☐ No major damage to garages
- ☐ Structure is sound
- ☐ Garage doors have no signs of damage
- ☐ Garage doors work properly
- ☐ If locks are present, they are secured

Rental Property Due Diligence Checklist

Interior

☐ Interior Doors

- ☐ No damage to doors
- ☐ Locks functioning properly
- ☐ Doors open and close with ease
- ☐ No major gaps in frame to promote insect or rodent infestation

☐ Floors

- ☐ No holes
- ☐ Carpet in good condition
- ☐ Hardwood in good condition
- ☐ No trip hazards

☐ Windows

- ☐ No broken or cracked glass
- ☐ Windows open and close with ease
- ☐ Locks on windows
- ☐ No paint chipping on window frame

☐ Walls

- ☐ No flaking or peeling of paint
- ☐ No water damage visible
- ☐ No major holes

☐ Ceilings

- ☐ No water spots
- ☐ No visible leaking
- ☐ No flaking of ceiling

☐ Kitchen

- ☐ Hot and cold water working
- ☐ Appliances in working order
- ☐ Cabinets show no signs of damage
- ☐ No leaking pipes under sink

☐ Bathrooms

- ☐ Hot and cold water working
- ☐ Vent fan in working order
- ☐ No leaking of toilets or pipes under sink
- ☐ If there is a window present, it can be opened
- ☐ Caulking on tub is not deteriorated
- ☐ Doors have no damage and work correctly

☐ Bedrooms

- ☐ Doors have no damage and work correctly
- ☐ Egress windows present for basement bedrooms

Rental Property Due Diligence Checklist

Fire / Electrical / Mechanical / Plumbing

☐ Smoke Detectors

- ☐ All smoke detectors are fully functional and operational
- ☐ All smoke detectors are up to date (changed every 10 years)
- ☐ Smoke detectors located in all bedrooms
- ☐ Smoke detectors located on each level of habitable space

☐ Carbon Monoxide Detectors

- ☐ All carbon monoxide detectors are fully functional and operational
- ☐ All carbon monoxide detectors are up to date (changed every 5 to 7 years)
- ☐ Carbon monoxide detectors located outside each bedroom
- ☐ Carbon monoxide detectors located outside mechanical room

☐ Electrical

- ☐ Service panel installed properly and in working order
- ☐ Outlets all in working order
- ☐ No broken outlets
- ☐ Cover plates all present and not broken
- ☐ Light fixtures and fans all functional

☐ Mechanical

- ☐ Service records visible for furnace unit
- ☐ Furnace filter in good shape
- ☐ No broken outlets
- ☐ Heating system is in working order and provides adequate heat
- ☐ Cooling system is in working order and provides adequate cooling
- ☐ No leaking pipes or toilets

☐ Plumbing

- ☐ Plumbing installed and in working order
- ☐ All drains are connected to sewer lines
- ☐ Hot and cold water provided in adequate amounts
- ☐ Traps are showing no signs of backing up
- ☐ No leaking pipes or toilets

Rental Property Due Diligence Checklist

Preventative Maintenance Checklist

☐ 1. Pest Control

- ☐ Look for evidence of pest infestation
Schedule: Quarterly

☐ 2. Water Damage or Leaks

- ☐ Find every water source for the property and check for evidence of leaking
- ☐ Check toilets, sink pipes, tub faucets
- ☐ Look at the ceiling and walls to see if there are any water spots / damage
Schedule: Quarterly

☐ 3. Inspect and Refresh Shower Caulk and Grout

- ☐ Inspect the caulk around the tub / shower and refresh it if needed
- ☐ Check grout around tile to see if it needs to be touched up
- ☐ Add hair catchers (TubShrooms) to the drain to prevent clogs
Schedule: Annually

☐ 4. Roof and Gutter Inspection

- ☐ Clean out all gutters to prevent water from pooling up and leaking into property
- ☐ Check for damage and areas that could allow leaks
Schedule: Bi-annually

☐ 5. Ceiling and Wall Inspection

- ☐ Patch damaged drywall
- ☐ Fix flaking ceilings
Schedule: Quarterly

☐ 6. Filters Replaced in Air Conditioner and Furnace

- ☐ Replace the filters on the units
- ☐ Get the units serviced every 18 months
Schedule: Quarterly

☐ 7. Water Heater Drained

- ☐ Draining the water heater can clean out the buildup and keep the unit running correctly
- ☐ These are expensive units, and by doing this, we keep everything running smoothly
Schedule: Annually

☐ 8. Smoke and Carbon Monoxide Detectors Fully Functional

- ☐ Keep all detectors up to date
- ☐ Check the function of the detectors every year and upon all move-ins

☐ 9. Identify Potential Lease Violations

- ☐ When walking through units, always look to make sure tenants are following lease guidelines
Schedule: Quarterly

☐ 10. Clean Out Sewer Line

- ☐ Use a professional to clean out the sewer line for your property
Schedule: Annually (If you experience major backups) / Every Other Year