

# Annual Rental Property Maintenance Checklist

Property Address: XXXX

Rental Manager: XXXX

Renter Information

Name: XXXX

Phone: XXX

Rental Agreement Dates: XXX

	Month to be Completed	Category	Task	Date Completed	Initials of Completed Maintenance	Notes
1	January	Grounds	<ul style="list-style-type: none"> <li>Revisit summer lawn care contract</li> </ul>			
		Roof	<ul style="list-style-type: none"> <li>Check for and remove ice dams</li> </ul>			
		HVAC	<ul style="list-style-type: none"> <li>Replace HVAC Filter</li> </ul>			
		Plumbing	<ul style="list-style-type: none"> <li>Check caulking around showers and bathtubs</li> <li>Remove shower heads and clean sediment</li> </ul>			
		Other	<ul style="list-style-type: none"> <li>Test smoke and CO detectors</li> <li>Test garage door auto reverse feature</li> <li>Inspect all deadbolts and window latches</li> </ul>			
2	February	Grounds	<ul style="list-style-type: none"> <li>Finalize summer lawn care contract</li> </ul>			
		Roof	<ul style="list-style-type: none"> <li>Check for and remove ice dams</li> </ul>			
		Electrical	<ul style="list-style-type: none"> <li>Electrical inspection</li> </ul>			
		Appliances	<ul style="list-style-type: none"> <li>Check water softener; add salt if needed</li> </ul>			

3	March	Exterior	<ul style="list-style-type: none"> <li>Inspect drainage and gutters</li> </ul>			
4	April	Grounds	<ul style="list-style-type: none"> <li>Spring clean up / raking</li> <li>Clear dead plants/ shrubs</li> <li>Inspect trees for health and safety</li> <li>Inspect trees for interference with electric wires</li> </ul>			
		Roof	<ul style="list-style-type: none"> <li>Inspect roof for damage, leaks, etc.</li> </ul>			
		HVAC	<ul style="list-style-type: none"> <li>HVAC inspection and preventive service</li> <li>Inspect ductwork</li> <li>Clean furnace</li> <li>Clean AC compressor</li> <li>Interior boiler check up and maintenance</li> </ul>			
		Plumbing	<ul style="list-style-type: none"> <li>Check sump pump drainage</li> </ul>			
		Appliances	<ul style="list-style-type: none"> <li>Dryer ducts cleaned completely</li> <li>Test the water heater pressure relief valve</li> <li>Clean washing machine</li> <li>Clean dishwasher</li> </ul>			
		Other	<ul style="list-style-type: none"> <li>Replace batteries in smoke / CO detectors</li> <li>Test garage door auto reverse feature</li> </ul>			
5	May	Grounds	<ul style="list-style-type: none"> <li>Mulch flower beds</li> <li>Reseed lawn</li> <li>Fertilize lawn</li> </ul>			
		Exterior	<ul style="list-style-type: none"> <li>Inspect concrete</li> <li>Inspect driveway</li> <li>Inspect facade</li> <li>Inspect siding</li> <li>Inspect exterior paint</li> <li>Inspect gutters</li> <li>Clean gutters</li> <li>Wash exterior windows</li> </ul>			

		<ul style="list-style-type: none"> <li>Spot-clean heavily soiled exterior</li> <li>Inspect exterior watering system</li> <li>Turn on exterior faucets</li> <li>Turn on and inspect sprinkler system</li> <li>Clean out window wells</li> </ul>				
	<b>Roof</b>	<ul style="list-style-type: none"> <li>Inspect the roof</li> <li>Spot clean areas with plant growth</li> </ul>				
	<b>Foundation</b>	<ul style="list-style-type: none"> <li>Inspect foundation</li> </ul>				
	<b>Chimney/ Fireplace</b>	<ul style="list-style-type: none"> <li>Inspect chimney for wear</li> </ul>				
	<b>Appliances</b>	<ul style="list-style-type: none"> <li>Check water softener; add salt if needed</li> </ul>				
	<b>Other</b>	<ul style="list-style-type: none"> <li>Repair and replace damaged window screens</li> </ul>				
<b>6</b>	<b>June</b>	<b>Exterior</b>	<ul style="list-style-type: none"> <li>Exterior repairs</li> <li>Inspect for exterior pests and bugs</li> <li>Clean and repair deck and patio as necessary</li> </ul>			
		<b>HVAC</b>	<ul style="list-style-type: none"> <li>Replace HVAC filter</li> <li>Clean AC compressor</li> <li>Clean AC filter</li> </ul>			
		<b>Plumbing</b>	<ul style="list-style-type: none"> <li>Inspect plumbing for leaks</li> <li>Clean aerators on faucets</li> </ul>			
		<b>Other</b>	<ul style="list-style-type: none"> <li>Inspect fire extinguishers</li> <li>Inspect grout in kitchen / bathrooms / etc. - repair as necessary</li> </ul>			
<b>7</b>	<b>July</b>	<b>Exterior</b>	<ul style="list-style-type: none"> <li>Revisit snow removal contract</li> </ul>			
		<b>HVAC</b>	<ul style="list-style-type: none"> <li>Clean AC filter</li> </ul>			

		<b>Other</b>	<ul style="list-style-type: none"> <li>• Test smoke and CO detectors</li> <li>• Test garage door auto reverse feature</li> </ul>			
<b>8</b>	<b>August</b>	<b>Grounds</b>	<ul style="list-style-type: none"> <li>• Finalize snow removal contract</li> </ul>			
		<b>HVAC</b>	<ul style="list-style-type: none"> <li>• Clean AC filter</li> </ul>			
		<b>Appliances</b>	<ul style="list-style-type: none"> <li>• Check water softener; add salt if needed</li> </ul>			
<b>9</b>	<b>September</b>	<b>Exterior</b>	<ul style="list-style-type: none"> <li>• Plant trees and shrubs</li> <li>• Reseed lawn</li> </ul>			
		<b>HVAC</b>	<ul style="list-style-type: none"> <li>• HVAC inspection and preventive maintenance</li> <li>• Clean AC filter</li> <li>• Boiler check up and maintenance</li> </ul>			
		<b>Chimney/ Fireplace</b>	<ul style="list-style-type: none"> <li>• Chimney inspection</li> <li>• Clean chimney and fireplace</li> </ul>			
		<b>Appliances</b>	<ul style="list-style-type: none"> <li>• Clean oven</li> <li>• Refrigerator coils cleaned</li> <li>• Microwave filters cleaned</li> </ul>			
		<b>Other</b>	<ul style="list-style-type: none"> <li>• Inspect for pests indoors, in garage, and in area; trap mice, etc.</li> </ul>			
<b>10</b>	<b>October</b>	<b>Grounds</b>	<ul style="list-style-type: none"> <li>• Shut off and drain outdoor faucets</li> <li>• Shut off sprinkler system</li> <li>• Raking and fall clean up</li> <li>• Clean gutters</li> <li>• Trim shrubs and gardens</li> </ul>			
		<b>Exterior</b>	<ul style="list-style-type: none"> <li>• Clean gutters</li> <li>• Check driveway / pavement for cracks and damage</li> </ul>			
		<b>Roof</b>	<ul style="list-style-type: none"> <li>• Check for and remove ice dams</li> </ul>			

		<b>Plumbing</b>	<ul style="list-style-type: none"> <li>• Check insulation around pipes</li> <li>• Insulate sprinkler shut off valve and any above ground piping</li> <li>• Test sump pump</li> </ul>			
		<b>Appliances</b>	<ul style="list-style-type: none"> <li>• Dryer serviced and cleaned</li> <li>• Ducts cleaned</li> <li>• Test the water heater pressure relief valve</li> <li>• Flush hot water heater of sediment</li> <li>• Clean washing machine</li> <li>• Clean dishwasher</li> </ul>			
		<b>Other</b>	<ul style="list-style-type: none"> <li>• Inspect for drafts</li> <li>• Replace batteries in smoke and CO detectors</li> <li>• Test garage door auto reverse feature</li> <li>• Inspect attic insulation</li> </ul>			
<b>11</b>	<b>November</b>	<b>Grounds</b>	<ul style="list-style-type: none"> <li>• Raking and fall clean up</li> </ul>			
		<b>Roof</b>	<ul style="list-style-type: none"> <li>• Check for and remove ice dams</li> </ul>			
		<b>Appliances</b>	<ul style="list-style-type: none"> <li>• Check water softener; add salt if needed</li> </ul>			
<b>12</b>	<b>December</b>	<b>Roof</b>	<ul style="list-style-type: none"> <li>• Check for and remove ice dams</li> </ul>			
		<b>Plumbing</b>	<ul style="list-style-type: none"> <li>• Inspect plumbing for leaks</li> </ul>			
		<b>Other</b>	<ul style="list-style-type: none"> <li>• Inspect fire extinguisher</li> </ul>			