

# A Landlord's Ultimate Preventative Property Maintenance Checklist



Stay organized with SingleKey's handy rental maintenance checklist to keep your property in top shape, all year round.

## Monthly (As Needed)

- Unclog drains
- Inspect appliances
- Inspect and clean dishwasher filter
- Check for leaks and water damage (under sinks, windowsills, toilets, hot water tank)
- Test thermostat batteries (if applicable)
- Replenish traps for pest control
- Repair or replace storm windows and screens
- Test smoke and carbon monoxide detectors
- Inspect and fix outdoor lighting
- Inspect walkways, steps, and driveways for safety issues; repair as needed

## Seasonal Spring/Summer

- Change air conditioner filter and service air conditioner unit
- Flush water heater
- Inspect and/or repair septic tank
- Inspect and/or repair garage door
- Inspect kitchen and bathrooms for leaks and water damage
- Test sump pump
- Turn on outdoor water taps and inspect for leaks
- Refresh caulk and grout in the shower, sink, and bathtub
- Check water fixtures for leaks
- Inspect caulking or weather stripping around windows and doors
- Aerate the lawn
- Inspect attic for moisture
- Fertilize lawn
- Inspect irrigation system
- Prune trees and shrubs
- Inspect missing or damaged roof shingles
- Touch-up or repaint exterior
- Inspect and clean gutters and downspouts

## Fall

- Inspect chimney and fireplace, perform a WETT inspection (if needed)
- Service HVAC units
- Turn off power to air conditioner
- Check for frayed cords and faulty electrical wiring
- Seal gaps in windows and doors with caulk or weather stripping
- Disconnect, drain, and store hoses and winterize sprinkler systems
- Winterize exterior plumbing
- Empty and store flowerpots
- Cover up bushes and shrubs
- Seal or stain wooden deck and porch
- Repair cracks or uneven surfaces in walkway and driveway
- Install pipe insulation to protect plumbing structures (if needed)

## Winter

- Adjust thermostat for winter temperatures
- Cover air-conditioning unit
- Inspect and service HVAC
- Inspect for drafts around external doors
- Manage moisture from frost build-up around windows
- Inspect hot water tank
- Check gutters and downspouts for ice blockage

## Landlord's Maintenance Notes

---

---

---

---

***We recommend using this checklist as a supplement to SingleKey's inspection form for a complete inspection.***