

Smart Pad Property Management is known for attractive and well kept homes. The cleaner and better kept the home is the quicker we can get it rented under quality terms. We will take pictures and thoroughly document the condition of the home before it is rented. According to our lease it is the tenants responsibility to return the home in the same condition (minus normal wear and tear) as when they received it.

When your home meets all of the criteria listed below, you are more likely to receive the highest rent possible, a shorter vacancy period and happier residents who will be more likely to take care of your home.

Smart Pad Property Management can facilitate all ‘Make Ready’ cleaning and repairs listed below if necessary, just ask your Property Manager.

Smart Pad will complete a ‘Make Ready Survey’ after receiving access to the property to determine if additional work is required or recommended.

The time ‘in between’ tenants is called a ‘Rental Turn’. Smart Pad will facilitate all ‘Rental Turn’ cleaning and repairs.

General

- All personal items and garbage must be removed from the property. This would include, but is not limited to: hangers, plungers, hoses, ladders, yard tools and cleaning supplies. If any of these items are left behind Smart Pad Property Management will remove them at the owner's expense. Leaving these items on the premises can encourage the tenants to leave like items behind. Smart Pad Property Management will not watch over any of these items nor can we hold the tenants to do so
- Do leave any designated items for the property organized and well marked. (Paint, instruction books, etc)
- Leave special instructions in easy to find areas for items such as generators, fireplaces, furnaces, hot tubs, etc
- If there is a garage door opener, two remotes must be provided for the new resident
- Any item not meeting code compliance or safety standards shall be corrected
- Any room requiring paint shall be painted in one of Smart Pad Property Managements standard colors. This expidites our turnover and keeps our cost down for our clients. If owner requires other colors, Owner shall provide the color codes and should understand extra charges apply
- Do not rekey your locks. Our policy is to install a Smart Key System on all new rentals which will be at the home owners cost. The benefit of this system is once the initial cost is paid you will never incur lock change or rekeying costs again. The system pays for itself after one turnover

Interior

- Fill in any nail/screw holes in the walls and touch-up with paint or repaint if needed

- Have wood burning fireplace chimney cleaned and inspected, make sure the flu works properly. You will need to provide proof to Smart Pad
- If you have a wood burning fireplace make sure it is a certified wood burning stove.
- Make sure your carpets are in good shape and if they have wrinkles you will need to have them restretched
- Make sure the vinyl flooring is not coming up anywhere and it is in good shape
- All light covers and globes must be in place and free from cracks
- Make sure that all outlets, light fixtures and switches work properly
- Stairs and railings inside and out must be secure
- Treat for any sort of pests if needed
- Insure that the following are accessible;
 - Water Main
 - Water Heater Shut Off Valve
 - Sprinkler System Shut Off
 - Gas Line Shutoff
- Change the batteries in each smoke detector, replace any smoke detectors that are over 10 years old. There needs to be a smoke detector in each bedroom, kitchen, hallway. [For further details click here.](#)
- A Carbon Monoxide detector is mandatory within 15 feet of every 'sleeping area'. We prefer the plug-in type with digital read-out and battery backup. No battery only detectors please. [For more information click here.](#)
- Ensure the doorbell works if one is present.
- No interior keyed door knobs are allowed. (bedrooms, bathrooms, etc.)
 - Only main entry doors can have keyed door knobs or keyed locks
- All carpets must be professionally cleaned. If they do not meet our standards, we will recommend replacement. You will need to provide a receipt from a Professional Carpet Cleaning Company to Smart Pad Property Management.
- If you have a pet you must include an enzyme/ odor treatment besides the regular cleaning.
 - If any residual pet odor remains you will need to replace your carpets

Windows/ Doors

- Ensure all remaining window coverings are secure and clean
- Replace any broken glass/ windows
- Make sure all windows in the home open properly and latch to lock
- Replace or remove any ripped or torn window screens
- Ensure that all window and door locks function properly
- All exterior doors and garage doors need to be in sound and secure condition
- All windows that open must remain open without any support

Bathrooms/Kitchen

- Install shower curtain rods if they are needed
- Replace all caulk and missing/crumbling grout

- Make sure that all plumbing is working properly and is not leaking
- Check garbage disposal (If necessary) for proper function
- Kitchen, bathroom sink and tub stoppers are needed
- Fix any running toilets
- All drains must be free and clear of any clogs and flowing freely
- All bathroom exhaust fans should be clean and working properly

Appliances

- Check all appliances for proper working condition
- Have furnace inspected (if not completed within last year) and replace filter
- Water heater must be fully operational, have a pressure relief valve and downward discharge pipe

Exterior/ Yard

- Final cleanup of the yard and remove any decorative yard items. Smart Pad Property Management nor the tenant shall be responsible for any of these items left behind.
 - Trim bushes, shrubs and trees as needed
- Remove any leaves, pine needles and animal feces from the yard
- The front/ back yard must be mowed within 3 days of move in/move out
- Clean exterior of home
 - Remove cobwebs
 - Pressure wash siding if needed
- Exterior lighting is to be provided anywhere hazards are present. All fixtures must be working
- Disconnect and remove all garden hoses
- Ensure that the sprinkler system is either shutdown for the winter or turned on and programmed for the summer/fall.
- Clean the roof and the gutters if needed
 - Make sure the roof is in good shape and not in need of replacing
- Remove oil/grease stains from patios, driveways and garage floors
- Check fences, gates and decks for sturdiness
 - Fix and or Stain if needed
- The exterior should have no chipped or peeling paint
- Exterior of home should be free of any mildew and moss
- Mailbox shall be in place

Utilities

- Utilities must remain on anytime the home is vacant and in the owner's name
- Alarm system contracts must be canceled once a tenant is found
 - The tenant may decide to utilize an alarm system at their own expense
- Cable and Satellite contracts must be cancelled before the tenant moves in

CLEANING LIST

In preparation for tenants moving into your property please clean thoroughly

Living and Dining Areas

- Dust and remove cobwebs from the ceiling
- Dust and wipe down light fixtures
- Replace light bulbs as needed
- Dust and wipe down vents
- Clean out fireplace or wood burning stove (If applicable)
- Dust and wipe down any built in shelving, cabinets, drawers & mantle
- Clean and dust blinds
- Clean windows (Inside), window tracks and sills
- Clean any mirrors that stay with the home
- Wipe down closet shelves
- Wipe down closet doors, inside & out
- Wipe down walls
- Wipe down light switches and electrical outlets
- Wipe down baseboards
- Wipe down inside and outside of any remaining doors
- Vacuum carpets and mop floors

Kitchen

- Dust and remove cobwebs from the ceiling
- Dust and wipe down light fixtures
- Replace light bulbs as needed
- Wipe down all pantry shelves
- Wipe out kitchen cupboards and doors, Inside and out
- Wipe out drawers, make sure to get the corners.
- Clean and dust blinds
- Clean windows (Inside), window tracks and sills
- Clean the top of the refrigerator
- Pull out refrigerator and clean underneath and behind. (Use care when pulling appliances out as they can scratch or damage flooring)
- Replace water filter if necessary
- Remove shelving and drawers from refrigerator, clean them with soap and water
- Wipe out interior of the refrigerator and put shelving and drawers back in
- Clean the interior of the microwave
- Remove hood vent screens and or microwave screens and clean them. Tip: Soak screens in liquid laundry detergent and hot water to remove grease.
- Clean the oven and the oven racks, follow manufacturer's directions.
- Clean under burner pans
- Wipe down knobs and all surfaces of stove

- Wipe down the exterior of dishwasher
- Clean dishwasher filter
- Clean sinks and garbage disposal. Tip: squeeze lemon or lime juice in the disposal before you run it to take any odor away.
- Wipe down countertops
- Wipe down walls
- Wipe down light switches and electrical outlets
- Wipe down baseboards
- Wipe down inside and outside of all doors
- Sweep and mop floors

Bedrooms

- Dust and remove cobwebs from the ceiling
- Dust and wipe down light fixtures and ceiling fan
- Replace light bulbs as needed
- Dust and wipe down any vents
- Wipe down closet shelves
- Clean any mirrors
- Clean and dust blinds
- Clean windows (Inside), window tracks and sills
- Wipe down walls
- Wipe down light switches and electrical outlets
- Wipe down baseboards
- Wipe down inside and outside of doors
- Vacuum carpeting and or mop floors

Laundry Room

- Dust and remove cobwebs from the ceiling
- Dust and wipe down light fixtures
- Replace light bulbs as needed
- Dust and wipe down laundry room fan vent
- Wipe down walls
- Wipe down light switches and electrical outlets
- Clean and dust blinds
- Clean windows (Inside), window tracks and sills
- Pull out washer and dryer (If remaining in home) and clean behind and underneath.
- Wipe down washer and dryer (If remaining in home)
- Remove lint from the lint trap
- Wipe out cabinets and cupboards (inside and out)
- Clean utility sink with a non-abrasive cleaner (If present)
- Wipe down door (Inside & Out)
- Sweep and mop floor

Bathroom(s)

- Dust and remove cobwebs from the ceiling
- Dust and wipe down light fixtures
- Replace light bulbs as needed
- Dust and wipe down bathroom fan vent
- Wipe down walls
- Wipe down light switches and electrical outlets
- Clean the mirror and medicine cabinet
- Clean and dust blinds
- Clean windows (Inside), window tracks and sills
- Wipe out bathroom drawers, make sure to get the corners. (Tip: It may be helpful to vacuum out the drawers first)
- Wipe out cupboards and doors, Inside and out.
- Clean the shower stall with a non-abrasive cleaner
- Wipe down shower and tub, making sure there is no soap scum or grime left behind
- Clean the toilet bowl, make sure to get under the rim (Tip: For hard to remove toilet rings a pumice stone is recommended)
- Clean and wipe down the outside of the toilet including the seat, tank and base
- Clean the bathroom sink with a non-abrasive cleaner
- Wipe down countertops
- Wipe down baseboards
- Wipe down door (inside and out)
- Sweep and mop floor

Decks, Sheds, Garage

- Wipe down closet door, inside & out
- Clean and sweep front porch
- Clean and sweep patio
- Clean and sweep and storage areas
- Clean and sweep out garage
- Cleans and dust blinds
- Clean windows (inside), window tracks and sills
- Replace furnace filter
- Replace exterior light bulbs as needed

Lawn & Garden

- Pick up and dispose of any animal droppings
- Mow and edge yard
- Weed flower beds
- Prune any overgrown bushes

Please Note: Smart Pad adheres to HUD Guidelines for recommendations of ‘normal wear and tear’ versus ‘tenant caused damage’ and for the depreciation of identified materials and fixtures.

For example, according to HUD Guidelines;

- *Carpet is fully depreciated after 7 years*
- *Enamel paint is fully depreciated after 7 years*
- *Refrigerators are fully depreciated after 10 years*
- *Ranges are fully depreciated after 20 years*
- *Linoleum is fully depreciated after 7 years*

So, what does this mean? If say, the carpet is 2 years old, and the tenant lives in the home for 2 years then vacates, and the carpets are absolutely trashed, we will prorate their responsibility to be 3/7th the cost of the new carpet, as that is how much ‘life’ the carpet had left according to HUD.

If any of the items listed above are not complete Smart Pad Property Management has the authority to complete at the owner’s expense.

Owner

Date