

The following are minimum standards that must be met in order for us to rent your property to a tenant. We understand that as a rental property owner it is important to be fiscally responsible. Providing a clean, quality property to tenants will increase their satisfaction level and the potential for them to become long term residents.

We reserve the right to postpone advertising efforts or cancel a lease agreement if these minimum requirements are not met.

### **Exterior Minimum Standards**

- ☐ All trash, debris, personal items must be removed from yard, sheds, garage, window wells, and common areas (multi-unit).
- ☐ Lawn should be mowed, trimmed, and in healthy condition. Flower beds and gardens should not have excessive weeds. Trees and shrubs should be maintained and not overgrown.
- ☐ Sprinklers should be properly set for the year.
- ☐ Make sure gutters, downspouts, and extensions are in good shape and cleaned out.
- ☐ Potted plants and flower boxes should be removed from the property (keep it simple).
- ☐ Fencing and gates should be safe and secure without danger of falling over.
- ☐ Wooden Decks should be solid and have no wood rot. Walking surface should be safe with no large gaps, tripping hazards, failing wood, or nails/screws protruding.
- ☐ Railings should be secure and be able to support the weight of an adult.
- ☐ Windows should lock and function properly (open and close). Where possible, window screens should be present and functioning properly. Blinds should be present and functioning on all living/family room and bedroom windows. Bathroom windows should be frosted or have coverings.
- ☐ Exterior doors should be proper exterior doors (no hollow core). Exterior doors must lock and function properly.
- ☐ Sliding glass door should function properly. Glide with ease and lock properly.
- ☐ No exposed wiring, junction boxes, or other improper electrical which could be a liability.
- ☐ All exterior electrical should function properly (lights, outlets, etc.).
- ☐ Dryer vent should be blown out.

### **Interior Minimum Standards**

- ☐ Unit must be free of garbage, debris, and personal items.
- ☐ Unit must be professionally cleaned (along with carpets).
- ☐ Heating and Cooling Systems must function.
- ☐ Paint should be in good clean condition. No dingy or mismatched paint from patches or touch-up. Walls with excessive nail holes will be painted. Paint on doors and trim should be in clean condition without chipping or substantial scuff marks. Entire walls should be painted (no touch-up painting) on walls with excessive marks or nail holes. Wallpaper must be clean and in good condition.
- ☐ Vinyl, Tile, Laminate, and Wood Flooring must be present and in good, clean, condition, without visible tack strip or other rips/tears which may be trip hazards.
- ☐ Light Switches and Electrical Outlets must be in good working order and not broken. All light switches and electrical outlets are required to have a proper cover (no cracked or broken covers).
- ☐ Light fixtures must be working and have working light bulbs (LED recommended).
- ☐ Each bedroom and each floor must have a smoke alarm (smoke detectors must not be more than 8 years old)
- ☐ Each floor must have a CO2 detector.
- ☐ No exposed wiring, junction boxes, or other improper electrical which could be a fire hazard.
- ☐ Interior Doors should be clean with no cracks or holes and should open and close easily. Closet doors need to be on their track and function properly. No exterior locking door knobs on interior doors
- ☐ Unit must have functional hot and cold water. All plumbing fixtures should work properly with no drips or leaks. Plumbing drainage should not be leaking or clogged. Sewer or Septic System must function properly. Toilet should be clean and in working order. Toilet should not run or leak.
- ☐ Hand Railings must be secure.
- ☐ All appliances must be clean and in working order.

### Setup Items to Complete:

- ☐ Fill out Keyrenter's [New Owner Onboarding Form](#)
- ☐ Review and sign the Management Agreement (will be sent via DocuSign)
- ☐ Contact your homeowner's insurance agent and update policy as a rental. Add Keyrenter as additionally insured. Additional info can be found here: [Add Keyrenter as Additional Insured](#)
- ☐ If you have lived in the property, prepare to treat this as an investment (detach emotionally).
- ☐ Leave the garbage cans empty.
- ☐ Leave garage remotes on kitchen counter (one remote per parking spot). If correct amount of remotes aren't provided, we will dispatch handyman for purchase and programming.
- ☐ Notify us when you have vacated the property.
- ☐ Email us HOA rules and restrictions if applicable.
- ☐ **DO NOT TURN OFF ANY UTILITIES!** The new tenants will get utilities transferred into their name. It's important to keep all utilities on for occupancy inspections, cleaning, etc.

### Not absolutely necessary but strongly recommended items:

- ☐ Prepare your financial cash reserve (we recommend 3 month's rents) to prepare for any future items.
- ☐ Open a bank account set aside for your rental properties
- ☐ Setup an LLC for the property to help reduce risk and liability (contact a competent attorney for assistance)

### Keyrenter will handle:

- ☐ Dispatch carpet cleaning
- ☐ Dispatch interior cleaning
- ☐ Initial Inspection

It is the owner's responsibility to provide the home in rent-ready condition. Please review both the Interior and Exterior Checklists above and ensure that all of the items are completed, and if they are not, let us know ahead of time so that we can work on making arrangements with you. We do require all of these items to be completed before marketing of the property. Keyrenter reserves the right to charge the owner a \$75 trip charge if Keyrenter has to make multiple trips to the property because it isn't yet ready for rent.