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## **Owner's Rent-Ready Checklist**

This Checklist is derived from our own internal checklists and is provided merely as a guide to help ensure that your property is in rentable condition. Completion of these listed items will prevent costly delays.

- Clean all bathroom/kitchen fixtures, appliances and counter tops, drawers and shelves.
- Clean all floor coverings. Carpets must be professionally cleaned.
- All door locks must be in working order and should be keyed alike. All door locks must be in compliance with Texas law. Four complete sets of keys should be supplied to the management company.
- Two garage door openers should be supplied to the management company.
- Clean all windows inside/out, replace any missing or damaged screens.
- Complete repairs to ensure that all components of the house are in working order.
- If the home has a fireplace, the flue should be cleaned prior to each seasonal use.
- Clear any debris from roof & gutters.
- All smoke detectors (a/k/a smoke alarms) must be in working order with new batteries. You must have a smoke detector in each bedroom and one in each hallway area outside bedrooms, on each floor level of the house. While not required, you should have a smoke detector in the kitchen and laundry room. All smoke detectors must be compliant with all state and local laws.
- Must install a carbon monoxide detector inside the house.
- Mow, weed eat and edge the yard and trim the shrubs for optimum curbside appeal.
- Paint and patch any interior wall or ceiling surfaces that are marked or damaged.
- Repair any unsafe deck, stairs or railings.
- Remove all belongings from house. If any items are left, an inventory list should be provided to have these items accounted for during our move/in and move/out inspections.
- Leave owner's manuals and special care instructions in the house on the kitchen counter. Copies of special care instructions should be provided to the management company.
- Provisions should be made to keep the yard landscaped, watered and maintained if your unit is to be vacant.
- Provisions should be made to winterize a vacant unit to protect from freezing, if vacant between November and March.

\*Property that is not in rentable condition cannot be listed for rent.