



Preparing Your Home to be a Rental ?

The following is a checklist to help you with transitioning your home into a rental.

Prepare The Condition of the Home:

EXTERIOR:

- Exterior is clean, debris is completely removed from yard, sheds, etc.
- Simplify it. Less is more. If there are elaborate flower beds, remove them and put bark down. Make it easy to maintain and care for.
- Check that sprinklers are properly set for the year.
- Make sure gutter system, downspouts and extensions are intact and in good shape.
- Check roof for any needed repairs.
- Fencing is safe and secure.
- Garage door is operational and you have one remote per parking spot available for the tenant.
- Windows lock and function properly. Windows have functional screens.
- Exterior doors all have functioning deadbolts (these will be replaced with Kwikset SmartKey locks upon management, or you can have them installed prior).

INTERIOR:

- Home is free from all furniture. Make sure all personal items are removed from the property.
- Home & Carpets cleaned professionally by Keyrenter's approved cleaning vendors.
- Check HVAC that furnace has a clean filter, and everything is functioning properly.
- Paint should be in good clean condition with minimal or no nail holes, mismatched walls, etc.
- Flooring is present and in good condition.
- Light switches and power outlets work and have proper covers.
- Lights work properly with no burnt out bulbs (LED bulbs recommended).
- All light fixtures have proper covers and are working properly.
- Each living area has a working smoke alarm, and each floor of home has a working CO detector.
- No exterior locking door knobs on interior doors.
- Hot water, sewer system, toilets, sinks, faucets, are all working properly.
- Hand railings are present on stairways and are secured properly.
- Appliances are in good working order. Fridge is required. (We do not recommend leaving a washer and dryer)

Setup Items to Complete:

- Fill out Keyrenter's OPID form. (KeyrenterSaltLake.com/opid)
- Review and sign the Management Agreement authorizing Keyrenter to manage the rental.
- Contact your homeowner's insurance agent and update policy as a rental. Add Keyrenter as additionally insured.
- Setup landlord agreements with Power, Gas, Water companies to prevent the utilities to be shut off between tenants (contact us for assistance).
- If you have lived in the property, prepare to treat this as an investment (detach emotionally).
- If garbage cans are full place them on the curb for pickup. If they are empty place them in the garage.
- Bring all garage door remotes to the office or leave them on the kitchen counter.
- Notify us when you have vacated the property.

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)