



New Property Make Ready Policy

We hold our tenants accountable for returning properties to us in a certain condition. To do this in a professional and organized manner, it is imperative that we have a standardized level of cleanliness and repair to all units that we manage.

We call this 'Hotel Ready'.

The unit should be just as you would expect it as a guest at a hotel. Everything clean, fresh, working and ready to move in. 'The only thing your tenants should have to do, is move in.'

This guide is to outline our policy, and to answer any questions that you may have as to what is required to when take your property over for management. As always, you as the owner are welcome to do as much or as little of this work as you like. It will have to meet our criteria though prior to placing a tenant in your property.

One Final Reminder. Please remove all personal property from the premises. Management will not be liable for any missing/damaged personal items.

If you have questions, or want us to swing by and check up on you, just give us a call!

Have a contractor you'll be using for this? Just let us know who they are, and we can co-ordinate our final walk through with them.

Thank you in advance for your cooperation, and welcome aboard.

A handwritten signature in black ink, appearing to read "John L. King III".

John L. King III
President & Broker



New Property Make Ready Checklist

Need help? These are the folks we call. ****We do not receive any compensation or mark up, we simply like their work and service.****

INTERIOR CLEANING & MINOR REPAIRS

Maintenance Pro San Antonio

K.D. Williams - (504)722-1952

www.maintenancepro-sa.com

Maintenance Pro will only do carpets in conjunction with their other services.

They usually collect ½ upfront and ½ at completion

Residential Move Out Checklist

General

- **ALL PERSONAL PROPERTY MUST BE REMOVED FROM THE PREMISES.** Personal property is not accounted for in our standard leases & management will not be held liable for lost/missing/damaged personal property.
- Baseboards must be cleaned. (free of dirt, bugs, cobwebs, etc.)
- Remove all nails used for pictures/wall hangings-**DO NOT** spackle walls or fill in Holes unless you're painting the walls as well
- If large nails or molly bolts were used, those have to be filled and painted to match.
- Wash all windows including window sills.
- Clean tracks of sliding doors.
- Clean and dust all ceiling fans and light fixtures.
- Dust light fixtures and ceiling fan blades, replace any burned out light bulbs.
- Carpet to be professionally cleaned and free of stains.
***** Clean carpets only after property is vacant *** and ready for turnover**
- Clean all vinyl / tile floor areas.
- Air conditioning unit must have a **NEW** clean filter in it. We recommend leaving several new ones in the a/c closet as a starter set for your new tenant.
- Remove ashes from fireplace.
- Make sure smoke alarm batteries are working.
- Make sure **ALL LIGHT BULBS** are working. Inside and Out.
- Remove all trash from house interior and yard. Recycle and Trash cans to be left empty in the garage (unless there is a dedicated storage area for them).
- Properties that have water softeners should be full of salt upon move out
- Properties with pools / spas should be clean / full and properly balanced.
- Make sure all windows have mini blinds installed. 2" White is best, they don't have to be the most expensive ones. Prevents damage from every tenant that needs to install curtains, etc.



- If walls need to be painted, we recommend neutral colors that are off white/beige to make touchups easy.
- We typically use SHERWIN WILLIAMS: Shoji White
Alternative colors are: Kilim Beige and Sand Pebble.

Bathroom(s)

- Clean vanity tops and basins.
- Clean mirrors and medicine cabinets.
- Clean tub and tile.
- Clean toilets and remove all lime deposits.
- Dust light fixtures and vents.
- Clean faucet fixtures.
- Clean under sinks and inside drawers.
- Recommend installing a vinyl liner under the sink.

Kitchen

- Clean kitchen appliances inside and out.
- Clean counter tops and sinks.
- Clean vent-a-hood and filter.
- Wipe all cabinets inside and out including drawers.
- Clean refrigerator and leave doors open if unplugged. (If applicable)
- Clean stove top and oven, replace drip pans, if damaged / stained.
- Clean dishwasher / remove all dishes
- Recommend installing a vinyl liner under the sink.

Exterior

- Mow and edge lawn. Make sure shrubs have been trimmed, fertilized and yard watered and all trash removed, prior to move-out.
- Trash cans to be left totally empty
- Any dead grass or shrubs should be removed/replaced as appropriate.
- Clean outdoor light globes; replace burned out/missing light bulbs.
- Replace damaged window screens and broken windows.
- Walkways, driveways and patios swept clean.
- Repair any pet damage to exterior of the home caused by pets.

Garage

- Remove all personal property / tenant contents and dissolve any stains / oil deposits on garage floor or driveway



Upon move out, all keys, remote controls, gate controls, pool keys etc along with a copy of the **carpet cleaning receipt from a PROFESSIONAL CLEANER. Machine Rentals will not be accepted. *** Clean carpets only after property is vacant****

Our regular business hours are 9-5 pm Mon – Friday.

An inspection of the property will be made only after it is vacant and the carpet has been professionally cleaned.

Property Management Division
Bluefax Realty, LLC
(210) 695-8252 Office
pm@bluefaxrealty.com
www.bluefaxrealty.com

Sign & Date: x _____ x _____