



## RECOMMENDED HOME AND PROPERTY MAINTENANCE

Welcome and thank you for choosing Nicklin Property Management. We believe that a well maintained home is the key to delivering tenant satisfaction. In order to ensure that our homes are well maintained we have developed a routine maintenance schedule. Tenants are responsible for performing routine maintenance throughout the duration of their lease agreement. Please contact our maintenance department regarding any irregularities or concerns.

### *Every 30 days*

- Check filters: heating/cooling system, RO system, refrigerator, and range hood/microwave; change filters per manufacturer recommendations or more frequently when filters appear to be clogged and/or dirty
- Assess faucets: both interior and exterior faucets and water shut off valves; look for leaks, corrosion, a buildup of mineral matter, and/or signs of a blockage in lines

### *Every 90 days*

- Test smoke detectors: change batteries every 6 months
- Clean window and sliding door tracks: clean out any dirt, debris, and lubricate as needed
- Appliance maintenance and thorough cleaning: test the appliances for full functionality and clean the interior and exterior of all the appliances including behind and beneath refrigerators, oven/ranges, washers, and dryers
  - o Clean the interior of the dishwasher using either vinegar or an acid treatment designed for dishwashers which can be purchased from a local hardware store
  - o Remove and unclog dryer vent/lint trap; the interior should be vacuumed
  - o Check water and gas shut off valves for leaks and make sure that the lines are secure but not over-tightened
- Heating/cooling vents: check and adjust vent opening to allow for proper heating or cooling
- Sprinkler clock: test the sprinkler clock and set it accordingly per the season and the assigned watering schedule

### *Every year*

- Door hardware: check hinges, rollers, knobs/levers and lubricate or clean as needed
- Lubricating garage door rollers: garage door rollers should be lubricated at least once a year using a standard garage door lubricant which can be purchased at any local hardware store
- Carpet cleaning: tenants are required by their lease agreement to have their carpets professionally cleaned once a year and before vacating the property



## MONTHLY PROPERTY EVALUATION

Tenants should perform a general evaluation of the property at least once every 30 days and report or address any items that appear to be in disrepair and/or malfunctioning. Here is a list of items to look for but please keep in mind that this list is not all inclusive:

- **Missing roof tiles or shingles:** visually inspect the roof from the ground and by looking through windows
- **Cracks or gaps in caulking** and tile grout especially around tubs/showers and sinks
- **Cracks in stucco**, exterior trim or drywall that are larger than the width of a nickel
- **Large build up of mineral matter** around interior and exterior faucets or shutoff valves
- **Tears or fraying edges** in carpet and vinyl, as well as large cracks in tile and tile grout
- **Clogged drains** or gutters
- **New or developing water damage** on ceilings, cabinets, drywall, baseboards, etc.
- **General function of light and water fixtures** as well as appliances, heating/cooling systems, and the water heater
- **Insulation and weather stripping** around doors, air conditioning condensation lines, and exposed pipes that are on the exterior of the home such as the shut off valve for the sprinkler system
- **Clogged drip or sprinkler heads**, breaks or leaks in the sprinkler system and sprinkler overspray (*if applicable*)
- **Perform regular yard and lawn maintenance** such as fertilizing, aerating, reseeding as necessary, trimming trees and bushes, and removing weeds as well as any trash (*if applicable*)
- **Check faucet aerators:** Aerators screw on the end of a faucet and can clog from mineral buildup, check and clean faucet aerators regularly; replace when needed. To clean, unscrew the aerator by turning counter clockwise and rinse it off; may need to use vinegar to help break down the mineral build up

First year: 20 \_\_\_\_\_

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Second year: 20 \_\_\_\_\_

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Third year: 20 \_\_\_\_\_

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec