

CARPETS MUST BE PROFESSIONALLY STEAM CLEANED PRIOR TO OCCUPANCY. RE-KEY & CODE LOCKS TO FLORIDA STATE PROPERTY CODE STANDARD. INSTALL SMOKE ALARMS TO FLORIDA STATE PROPERTY CODE STANDARD.

Property must be 100% clean before occupancy:

- | | | |
|--|---|---|
| <input type="checkbox"/> Walls/Closets | <input type="checkbox"/> Sinks/Faucets | <input type="checkbox"/> Sinks/Faucets |
| <input type="checkbox"/> Baseboards | <input type="checkbox"/> Toilets | <input type="checkbox"/> Toilets |
| <input type="checkbox"/> Doors In/Out | <input type="checkbox"/> Tubs | <input type="checkbox"/> Tubs |
| <input type="checkbox"/> Blinds/Curtains | <input type="checkbox"/> Showers | <input type="checkbox"/> Showers |
| <input type="checkbox"/> Floors Mopped | <input type="checkbox"/> Mirrors | <input type="checkbox"/> Mirrors |
| <input type="checkbox"/> Garage | <input type="checkbox"/> Countertops | <input type="checkbox"/> Countertops |
| <input type="checkbox"/> Windows In/Out | <input type="checkbox"/> Cabinets | <input type="checkbox"/> Cabinets |
| <input type="checkbox"/> Windowsills | <input type="checkbox"/> Light Fixtures | <input type="checkbox"/> Light Fixtures |

Items must be in working order:

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|--|--|---|
| <input type="checkbox"/> Light Bulbs | <input type="checkbox"/> Tissue Holders | <input type="checkbox"/> Window Screens |
| <input type="checkbox"/> Doorstops | <input type="checkbox"/> Pull Strings | <input type="checkbox"/> Window Locks |
| <input type="checkbox"/> Toilet Seats | <input type="checkbox"/> Drawers | <input type="checkbox"/> Storm Doors |
| <input type="checkbox"/> Towel Racks | <input type="checkbox"/> Window/Glass | <input type="checkbox"/> Door Locks |
| <input type="checkbox"/> Caulk In Tub/Showers | <input type="checkbox"/> Caulk On Counters | <input type="checkbox"/> Bi-Fold Doors |
| <input type="checkbox"/> Blinds-Slats/Wands | <input type="checkbox"/> Faucets | <input type="checkbox"/> Appliances |
| <input type="checkbox"/> Vent-a-Hood Filters | <input type="checkbox"/> Drip Pans | <input type="checkbox"/> Garbage Disposal |
| <input type="checkbox"/> AC/Dryer Vents | <input type="checkbox"/> Service Pool/Spa | <input type="checkbox"/> Fences/Gates |
| <input type="checkbox"/> Light Fixtures/Globes | <input type="checkbox"/> Septic Tank (If Applicable) | |
| <input type="checkbox"/> Outlets Covers | <input type="checkbox"/> Switch Plates | |

PRIOR TO TENANT OCCUPANCY:

- ◆ Have air ducts cleaned if owner/guests smoked inside the property
- ◆ Clean gutters of all debris, trim trees & shrubs 24 inches away from
- ◆ Houeline Nail holes - pull all nails, fill with DAP, match paint, and touch-up
- ◆ Access - house keys, garage door remotes, mailbox keys & community pool keys
Provide Property Management instructions for any specific appliances' tenants need to know
- ◆ Remove all personal belongings from property (remember to check attic)
- ◆ Exterminate - Remove any pest, roaches, rats, etc.

