

**All Inclusive
Residential Contract
Property Management**



**2141 E. Pecos Rd, Suite A
CHANDLER, AZ 85225
Office – (480) 633-1993
Fax – (48) 633-3551**

*Member of the National Association of
Property Managers Since 1994*

Owner Make Ready List

Wipe down or wash where applicable:

- | | | |
|--|---------------------------------------|--|
| <input type="checkbox"/> Baseboards | <input type="checkbox"/> Screens | <input type="checkbox"/> Oven |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Storm Doors | <input type="checkbox"/> Stove (top & under burners) |
| <input type="checkbox"/> Door Knobs | <input type="checkbox"/> Ceiling Fans | <input type="checkbox"/> Microwave |
| <input type="checkbox"/> Door Facings | <input type="checkbox"/> Faucets | <input type="checkbox"/> A/C Vents |
| <input type="checkbox"/> Window In/Out | <input type="checkbox"/> Fireplace | <input type="checkbox"/> Refrigerator |
| <input type="checkbox"/> Windowsills | <input type="checkbox"/> Bathtub | <input type="checkbox"/> Vent-a-hood |
| <input type="checkbox"/> Blinds/mini-blinds | <input type="checkbox"/> Shower | <input type="checkbox"/> Tile Floor |
| <input type="checkbox"/> Window Treatments | <input type="checkbox"/> Toilet | <input type="checkbox"/> Vinyl Floor |
| <input type="checkbox"/> Cabinets | <input type="checkbox"/> Sinks | <input type="checkbox"/> Wood Floor |
| <input type="checkbox"/> Drawers | <input type="checkbox"/> Wall Tile | <input type="checkbox"/> Sliding Door |
| <input type="checkbox"/> Wash Down Walls & Porch | <input type="checkbox"/> Counter Tops | <input type="checkbox"/> Entry Areas |
| <input type="checkbox"/> Light Fixtures | <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Mirrors |

Replace or Repair where applicable:

- | | | |
|--|--|---|
| <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"/> Loose Toilet Seats | <input type="checkbox"/> Drawers | <input type="checkbox"/> Storm Doors |
| <input type="checkbox"/> Loose Towel Racks | <input type="checkbox"/> Window Glass | <input type="checkbox"/> Door Locks |
| <input type="checkbox"/> Caulk tub/showers | <input type="checkbox"/> Caulk counters | <input type="checkbox"/> Outlet cover & switch plates |
| <input type="checkbox"/> Bi-fold doors | <input type="checkbox"/> Dripping faucets | <input type="checkbox"/> Appliances |
| <input type="checkbox"/> Drip pans | <input type="checkbox"/> Vent-a-hood filters | <input type="checkbox"/> Garbage disposal |
| <input type="checkbox"/> 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"/> Blinds-slats/wands |

Specific areas of concerns:

1. Carpet-professionally steamed cleaned.
2. Provide 12 a/c filters for CH&A. Air ducts & coils – may require professional cleaning if the occupants and/or guests smoked.
3. Clean gutters of all debris & trim trees 24 inches away from roofline.
4. Lawn- Mow, edge, week-eat & trim shrubs.
5. Nail holes- pull all nails, fill with DAP, match paint and touch-up. (Call management office for assistance).
6. Smoke alarms-test, replace batteries if necessary.
7. Access- provide keys, garage door remotes, mail box keys & community pool keys (if applicable).
8. Specialty items- written instruction for proper operation of pools, spas alarm system, sprinkler system, etc.
9. Re-key & code locks on property.
10. Remove all personal belongings from property. (remember to check attic)
11. Exterminate- from this point on tenant will be responsible.
12. Please provide receipts for all work that you have completed.