

Make Ready Guidelines



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*

RESIDENTIAL PROPERTY MAKE-READY GUIDELINES

Owners who plan to make their homes ready for Tenant occupancy:

- A. See checklist attached. We use this checklist on all of our turnovers and we have found that it will allow you to present the home in a condition that is typically acceptable to the new resident.
- B. Carpet needs to be professionally cleaned just prior to move-in.
- C. Make sure that the keys being given to the future resident are not in the possession of third parties, such as a neighbor etc.
- D. Make sure any known repairs are completed before occupancy date.
- E. It's a good idea to have at least 6 months supply of air filters left in the garage.
- F. If you have an R/O system or another type of system that requires a special filter or maintenance make a note for both our office and one for the tenant on how to change and/or purchase a filter, etc.
- G. If you have any special instructions or products to use for cleaning floors, showers, etc. leave a list with tenants and management to ensure that those products are used.
- H. **We suggest that an owner make a binder which would include instructions on how to use any special equipment at the property. This process will save countless questions and in some cases needless maintenance calls.**

Thank you in advance for your help.

Firebird Housing Property Management Team