

Rental Listing Check List:

- Empty refrigerator and kitchen cabinets of food, condiments, & alcohol.
- Items to make sure are available to tenants:
 - Salt & pepper, hand soap, dish soap, initial supply of toilet paper & paper towels
 - Cleaner should be able to check and re-stock items as needed
- Other Items to have stocked and available for tenants and cleaner:
 - Vacuum, broom & dustpan, toilet scrubbing brushes in every bathroom, plunger, & cleaning products.
- Empty Closet and drawers of all clothing & personal items (keep these items in a locked "Owner's Closet.")
- Remove sheets and towels from bedrooms and bathrooms (keep these items in a locked "Owner's Closet")
- Bed comforters and bed pillows should remain on beds. Make sure Beds have mattress pads and pillow case protectors.
- Have home professionally cleaned (i.e. Spring Cleaning – blinds, moldings, windows, etc. should all be covered)
- Arrange with professional cleaner to do "change over cleanings" between tenants.
 - Make arrangements with cleaner to look over property between tenants for any missing items or damage.
 - Ask him/her to take a photo & e-mail evidence to you.
- Make arrangements with landscapers and pool service to perform routine maintenance during Saturday change over times of 10:00 am – 1:00 pm
- Make sure plumber has turned on hot water for the Spring before tenants arrive.
- Leave special instructions for tenants posted on refrigerator or in TMG rental binder.
- Make sure to check you e-mail DAILY for electronic leases from Long & Foster Real Estate via Docusign.
- Have Long & Foster handy man Bob Lane – 609.230.9912 inspect house for fire code deficiencies prior to the Boro's inspection. Bob will make necessary improvements for a fee so that you pass fire inspection on the first try. Items Boro will be looking for include: updated fire extinguisher in kitchen (either visible or labeled), GFI in kitchen, proper number & location of working smoke & carbon monoxide detectors, etc.
- Make sure you have completed all the required paperwork with the Boro of Avalon or Stone Harbor for your rental license. Appropriately post rental license and Fire inspection certificate in home.
- Arrange for Comcast Cable & Wireless internet for the season

