

Thank you for trusting Property Track to manage your property. This is a quick reference of things to do to prepare the property for marketing.

- Completely clean the property (see list below).
- Remove bags of garbage, clothes, food, newspapers, furniture, appliances, dishes, plants, cleaning supplies or other items.
- Have 3 sets of keys made.
- Keep power and water on during vacancy in owners' name.
- Deliver garage door remotes in working order.
- Maintain lawn care during vacancy while marketing.
- Interior should be freshly painted a neutral color.
- Carpets should be professionally cleaned.
- Clean a/c system thoroughly
- We recommend a home inspection to uncover any pre-existing problems.
- The property may also be a good candidate for a Home Warranty.

Our policy is to charge a re-key fee of \$60 per lock if keys are not provided and cleaning charges are \$25/hr for professional cleaning.

Kitchen

- Appliance interiors/exterior cleaned
- Microwave interior/exterior cleaned
- Countertops and backsplash disinfected
- Cabinet interiors/exterior cleaned
- Sinks scrubbed and disinfected
- Chrome fixtures cleaned and shined
- Floor cleaned

Bathroom(s)

- Tub and shower tiles scrubbed, disinfected and rinsed
- Toilets disinfected inside and out
- Chrome fixtures cleaned and shined
- Countertops disinfected
- Cabinet interiors/exterior cleaned
- Sinks scrubbed and disinfected
- Floor cleaned
- Mirrors cleaned

Other

- All ceiling fans dusted
- All light fixtures dusted
- Carpets professionally cleaned
- All baseboards cleaned
- All windowsills cleaned
- All fingerprints wiped off switchplates, woodwork, doors
- All blinds throughout the unit dusted
- A/C filter replaced
- Clean shelving/floors in all closets
- Treat any mildew with Clorox
- All windows cleaned
- All nail holes filled

