

Rental Property Maintenance Guidelines and Tips

General

- *Check for signs of insects or rodents, like chew marks or droppings.*
- *Check for mould, moist areas and mildew.*
- *Bring a cell phone charger to plug into outlets to see if they work.*
- *Make sure that home phone or cable jacks are available and that they are in working order.*
- *Get Tenant Insurance. As tenant you may be liable for any damage you cause (i.e. if your toaster causes a fire you may have to pay for the damage caused) or unintentional harm to others who live in or visit the property. This insurance will also protect your belongings in emergency situations.*

Safety

- *Be sure proper fire safety equipment is installed.*
 - *Check to see that smoke and carbon monoxide detectors are working and in the right spots.*
 - *Know where fire extinguishers are and see that they are up to date.*
- *If the apartment is in a large building, find out what the fire escape plan is and where to go in case of a fire or other emergency.*

Windows and Doors

- *Try all windows and doors to make sure they open and close properly.*
- *Check the locks and doorknobs to see that they work and are not loose.*
 - *Ask the landlord for a copy of a key for all locks.*
- *See that all window coverings and screens are undamaged.*
 - *Check for drafts.*

Bathroom

- *Check for mould and mildew.*
- *Flush toilets to be sure the plumbing is working properly.*
 - *Check toilet handle inside the tank to make sure it is strong and will last.*
- *Run the faucets and check for leaks under the sink.*
 - *Look for drips, water marks or smells.*
 - *Fill up the sink to make sure it holds water and drains properly.*
- *Check the shower head to see that it works and does not spray water everywhere.*
- *Test the hot water to be sure it heats up*
- *Check the water pressure.*

Kitchen

- *Check each appliance (microwave, dishwasher, etc.) to make sure it works properly.*
- *Turn on all the burners on the stove to make sure they light up and heat up.*
 - *Check inside the oven for racks and make sure the oven heats up and the broiler works.*
- *Open and close the fridge doors and pull out all drawers.*
 - *Check for musty smells.*
 - *The fridge should be cool and the freezer cold.*
 - *If there is an ice maker, try it to see that it works.*
- *Open and close all the cupboard doors and drawers and check to see what shape they are in.*
- *Check the condition of the counter.*
- *Check for stains, burn marks, scuffs and cuts on the counter top.*

Bedroom and Living Room

- *Turn every light switch on and off.*
- *If there is an air conditioner, test all settings to see that it works.*
 - *Check for weird smells or sounds that could mean the filter needs to be changed.*
- *Open and close any blinds to make sure they work properly.*
- *Look for cracks and dents in the walls and baseboards, which could be a sign of structural damage.*
- *If there is a wood stove or fireplace, make sure it is in working order.*
- *Take note of any stains in the carpet, chipped paint, peeling wallpaper or holes in the wall.*

After having the apartment walkthrough with the landlord, discuss the terms of the security deposit, make a plan for any repairs and be sure to sign (and have your landlord sign) a document that details the condition of the apartment.

It would also be helpful to take picture of any pre-existing damage to ensure that when moving out you are not blamed by the landlord for this damage.