

## **PREPARING YOUR HOME**

The following list is being provided to help you ensure the successful preparation of your property for your new tenants. Should you have questions regarding any of these items, or need the assistance of one of our vendors, please contact our office.

- Ensure each bedroom and each common hallway has a smoke detector and new batteries, in accordance with California Law.
- Ensure each common hallway outside bedroom areas has a carbon monoxide detector with new batteries, in accordance with California Law.
- Water Heater is braced and strapped, in accordance with California law.
- Fill nail holes, touch up or repaint walls, ceilings and baseboards. Neutral color is recommended.
- Doorstops are on all doors.
- Change any burnt out light bulbs.
- If applicable, ensure that all remotes for ceiling fans are left at the property.
- Garbage disposal is operational.
- HVAC system serviced and a new air filter installed.
- All windows open and close properly, have operational locks and no cracked glass.
- All window treatments are operational.
- All doors that have locks are operational.
- Screens (with no tears) on all windows and sliding doors.
- Sink stops and bath stops are functional.
- Maid Service – thorough move out clean not just basic maid clean.
- Carpet Cleaning Service – including pet treatment if prior pets in the home.
- All keys for the property are given to Property Management of Southern California, in accordance with your Property Management Agreement.



JOHN RENNIE  
PROPERTY MANAGER / REALTOR  
CAL BRE# 0126 9367  
TEL: 949.215.5000  
FAX: 949.249.1717  
EMAIL: [JOHN@PMOSC.COM](mailto:JOHN@PMOSC.COM)

- If applicable, gardener name, contact number and day of service has been provided to Property Management of Southern California.
- If applicable, Pool and/or spa service name, contact number and day of service has been provided to Property Management of Southern California.
- If applicable, mailbox number and carport or parking space number(s) have been provided to Property Management of Southern California.
- If applicable, home warranty information provided to Property Management of Southern California.
- Ensure that Property Management of Southern California has your current mailing address, phone numbers and email addresses.
- If you would like automatic deposit for your rent payments, ensure you have returned the Electronic Banking Form to Property Management of Southern California.
- Remove ALL personal belongings from the house with the exception of those items that belong with the house (e.g. touch-up paint, spare tile, etc.).