



NEW OWNER MAKE READY GUIDE



Congratulations on taking the exciting step of exploring the idea to transform your home into an investment rental property! Recognizing the complexities of this transition, we're pleased to provide our comprehensive Make-Ready Guide to you!

Whether a property has been occupied by the owner, or a previous tenant, the primary objective remains constant: to provide a high standard, clean slate for the next occupant. To achieve this goal and ensure your property is in optimal condition, we've developed this guide to help you establish "**The Baseline.**"

Our extensive experience in property management has revealed the key strategy for success - taking a proactive approach. Utilizing the vacancy period during turnover to establish this baseline sets the stage for future success. By setting high initial standards, you're establishing expectations for how you wish your tenants to maintain the property. Upon their departure, barring normal wear and tear, they will also be held to these elevated move-out standards.

Outlined below is a convenient checklist designed to assist you in preparing your home for professional property management, guiding you through the process to ensure a seamless transition. Should you require assistance with any aspect of this preparation, please do not hesitate to reach out to a Pioneer Property Management Representative. Our team is equipped with an extensive network of local, vetted, and reliable vendors whom we collaborate with year-round, ready to support you.

Reminders BEFORE turnover:

- Notify all applicable utility companies of your intent to turn the home in to a rental and set up landlord account
- Provide copies of your HOA Documents and Rules as soon as possible (if applicable)
Notify HOA of our management agreement and request all HOA violations only, are sent to us. (if applicable)
Notices about board meetings, assessments, HOA dues etc should be sent to the owner.
- KEEP HEAT ON (temperature set to 60 HOLD), when vacating during months Sept-May
- Shop for Landlord Insurance Policies with minimum of \$500,000 liability and add the Property Management company as an additional insured
- Provide 4 total sets of keys to Property Management Company. If property is to be rekeyed no additional keys required
- Leave all garage remotes onsite, 1 per garage parking spot required to be programmed to opener
- If you have elected for PPM to complete Make-Repairs on your behalf, deposit \$500 reserves into Owner Portal Provided
- If your Property is located in the City or County of Denver/Boulder, confirm that you have applied successfully for your City Rental License

Safety Items:

! Smoke Alarms: Replace any alarm older than 7 years. At a minimum, a smoke alarm must be installed on every level of the home. (This can vary dependent upon the age of the home.) Our recommendation is to install a smoke detector within 15 ‘ of each sleeping area.

! Change batteries in all alarms if replacement is not needed (recommended 10 year lithium battery).

! Carbon Monoxide detectors are required within 15’ of every sleeping area. 10 year lithium battery type CO detectors are preferred.

! One CO alarm is required on every level of the home at a minimum.

! Place a Fire Extinguisher under Kitchen Sink. Gage must be in the green showing full !

General Items

- Remove all of your personal items, tools and trash from the home. This includes but is not limited to: curtains/drapes, shower curtains, plungers, hoses, ladders, landscaping tools, cleaning chemicals, cleaning supplies, fireplace tools, grills, doormats, etc. Any items left may be thrown away by management, potentially at the owner’s expense. It’s important to know that if you leave any items, we are setting the baseline standard for tenants to do the same. If you have any concerns or questions about specific items please do ask your Property Manager.
- Ensure all windows that face any public spaces have blinds installed.
- Items that can be left include extra paint, flooring, or building materials specifically for your home.
- Do provide any extra paint samples matching the colors on the wall or operating instructions/manuals if you have them
- Disconnect and remove any Ring doorbell or comparable video/camera doorbell and replace with standard doorbell or wireless option, as well as any cameras at the home.
- Remove all security alarm hardware throughout.
- Leave remotes for ceiling fans, fireplace, lights, etc. (if applicable) and replace all batteries for all remotes
- Walls/Paint: Clean any splatters on the walls/baseboards. Remove all nails/anchors/tv mounts. Patch holes. Touch up paint throughout with no mis-matched paint. Curtain rods are permitted to remain for tenant use if preferred
- Stairs, railings and handrails - both inside and outside - must be secure
- Light Bulbs: replace burnt out lightbulbs throughout (including exterior fixtures, oven, vent hood, microwave, refrigerator, oven) and ensure all exposed bulbs in fixtures are uniform
- Light fixtures: replace any missing or cracked globes or fixture covers
- Outlets & switch covers: replace any missing or broken outlet or light switch covers
- Electrical: ensure all lighting and outlets are working and GFCI outlets are installed by any water source
- Have the home and carpets professionally cleaned and provide the invoices to your Property Manager

Appliances/Mechanical Items

- All mechanical components in the home must be working, as designed
- Ensure all appliances work properly, as designed
- Replace furnace filter and leave a couple extras
- Leave any applicable appliance or mechanical systems manuals
- Fireplace: wood-burning fireplaces must be cleaned and inspected. Wood-burning fireplace(s), if operational, shall be clean of any debris and have a fireplace screen or heat-proof glass doors installed. If nonoperational, the fireplace opening on the interior of the home shall be permanently sealed with an aesthetically pleasing material.

Windows & Doors

- Doors: all exterior doors must properly lock and we must have a key for every lock
- Doors: all interior doors must have all locks requiring a specific key to be removed. Generic bathroom locks are acceptable
- Locks: all double-sided deadbolts must be replaced with thumb-turn deadbolts with the thumb-turn on the inside
- Ensure all doors have appropriate interior doors stops
- Windows: all windows must open/close properly and lock properly
- Remove all curtains/drapes
- Install blinds on all privacy windows. (this provides a move-in ready home and eliminates the need for tenants to drill into walls/trim)
- Window screens: ensure all windows have screens intact and are free from large tears
- Slider kitchen/patio doors must have slider screen. Install vertical blind.
- Replace any broken glass
- Ensure any existing window blinds operate correctly and are in good condition

Kitchen & Bathrooms

- Stress test all plumbing at once. Try to force a leak or failure, so you know where any weak points are. Tenants may use all water sources at once and you want to ensure the home can handle that.
- Ensure all appliances work properly, as designed
- Re-caulk and re-grout where necessary
- Ensure all plumbing is working with no leaks
- Ensure garbage disposal is operational
- Repair any running toilets
- Remove shower curtains and rings. Curtain rods can stay
- Replace stained/worn toilet seats
- Remove all cleaning chemicals and supplies
- Tighten all knobs and hardware

Exterior, Yard, & Garage

- Window wells covered. To reduce the risk of injury and your liability, we strongly recommend all window wells are covered.
- Remove any animal feces from yard
- Remove all exterior decorations
- Remove all garden hoses
- Remove all landscaping tools/supplies/chemicals
- Trim/prune all trees and shrubs to the baseline you would expect the residents to upkeep
- Mow and weed grass within 3 days of move out (if applicable)
- Deck and fencing must be in good repair and stable
- Remove trash/debris from window wells
- *****REMOVE ALL CLEANING SUPPLIES, CHEMICALS, LANDSCAPING CHEMICALS** (if you leave any items, we are setting the standard for tenants to do the same. However, do let us know if there are special needs for the home requiring certain items or chemicals be left)

NEXT STEPS

01

Sign Management Agreement

02

Provide Owner Documentation and Financials & HOA Information (if applicable)

03

Provide vacancy date and deliver Keys to PM

04

Professional Carpet and Cleaning services

05

Vacancy Inspection and Documentation of property

06

Schedule Professional Photographer

07

Online Marketing & Prospective Tenant Showings

08

Thorough Tenant Screening and Lease Signing

09

Schedule Move-in, confirm transfer of utilities, collect insurance & deliver keys