

## Getting your property Make/Show Ready!

"Make ready" or "show ready" refers to the process of preparing a rental property for new tenants. This involves ensuring that the property meets all legal requirements, is safe, clean, and well-maintained. If the property is not "Show Ready", this can delay the ability to show the property to clients and will cause the property to "sit" on the market longer than needed.

## Cleanings

A show ready and well-maintained property will not only yield a higher rental price but also reduce the days on the market. Owners can coordinate cleaning with PMI Navigate prior to moving out. If not previously coordinated and the property is not left "Show Ready", we will send a cleaning crew to get the property ready and invoice the owner. Depending on how long the property sits on the market, the owner may be charged for an additional touch up cleaning prior to resident move-in. A cleaning is required when an applicant has been approved and has paid the required fees to move in. At this point cleaning will be scheduled within 72 hours of the residents moving in.

1. ***Carpet professionally steam cleaned***
2. ***Entire home professionally cleaned***

## OUTSIDE

1. Check sprinkler timers and valves (timer set according to any city watering restrictions)
2. Gutters thoroughly cleaned
3. Outside garbage cans emptied
4. Lawn must be cut and trimmed
5. Landscaping fresh and clean
6. Trees and/or tree limbs removed 10-15-ft away from the house and roof
7. No lawn equipment including mowers, tools, etc.

## DOORS

1. All doors must function properly and ensure all doorknobs, handles, hinges are tightened
2. Clean any dirt or grime (especially the door leading into garage)
3. A keyless (one sided) bolting device and a door viewer on each exterior door of the dwelling. Door viewer required on backdoor and door leading to garage, if applicable.
4. A doorknob lock or keyed dead bolt on each exterior door
5. Sliding Door: A sliding door pin lock on each exterior sliding glass door of the dwelling. A sliding door handle latch or a sliding door security bar on each exterior sliding glass door of the dwelling
6. French Doors: one of the pair must meet these requirements:
  - It should have either a key-operated deadbolt or a keyless bolting device that can be inserted above the door into the doorframe and another keyless bolting device that can be inserted into the floor or threshold, each with a bolt that extends at least one inch.
  - Alternatively, it can have bolts installed inside the door, operated from the edge of the door, with one bolt going into the doorframe above and another into the floor or threshold, each bolt extending at least three-fourths of an inch
7. Check that Doorbell works properly

## WINDOWS

1. Make sure all windows latch and work properly
2. Replace/repair damaged window screens
3. Windowsills – Windows sills should be free of debris

4. All blinds work correctly (replace as needed)

## BEDROOMS

1. Smoke /CO2 alarms are required in each bedroom. Need to be less than 8 years old and new batteries
2. Multi-level units, smoke/CO2 alarm must be installed on each level
3. If multiple bedrooms are on same corridor, at least one smoke alarm must be installed near vicinity of bedrooms
4. Check that all closet doors operate properly
5. Replace worn/dirty switch plates
6. All lights, bulbs, and switches working properly
7. Light Switch Covers – Replace damaged covers that match existing and wipe down
8. Walls – Clean areas that have visible marks. Nails removed, patched and painted to match.

## KITCHEN

1. All appliances in good working order
2. All lights, bulbs, and switches working properly
3. Cabinet hinges, doorknobs, handles all work properly and are tightened
4. Replace stove burner drip pans
5. Light Switch Covers – Replace damaged covers that match existing and wipe down
6. Walls – Clean areas that have visible marks. Nails removed, patched and painted to match.

## BATHROOMS

1. Check toilets and faucets for leaks, and that all water shutoff valves work correctly
2. Check caulking around all toilets, tubs, sinks
3. Replace worn toilet seats
4. Bathtub re-glazed if needed due to wear
5. Sinks, Mirrors, Faucets – Should be cleaned and free of streaks and spots
6. Light Switch Covers – Replace damaged covers that match existing and wipe down
7. Walls – Clean areas that have visible marks. Nails removed, patched and painted to match.

## GARAGE OR UTILITY CLOSETS

1. Water heater turned on
2. Check washer/dryer hoses and vents, and water shutoff valves
3. Water Softeners – Ensure water softener is full of salt
4. Carports, Garages, and Patios – Should all be swept and free of debris
5. Check furnace/AC. Change filter
6. Air Vents and Air Intake Vents – Free of dust and filters replaced

## GENERAL ITEMS

1. Fireplaces professionally cleaned and safety check
2. Any furniture or junk removed from home, closets, cabinets, garage, yard, shed, etc.
3. Holes patched, and interior walls, doors, and baseboards painted
4. All ceiling fans operate properly
5. Leave all utilities turned on

## TURNOVER ITEMS TO PMI NAVIGATE

- 1) Keys: House and Mailbox
  - a) PMI Navigate will have the house locks brought up to the Texas Property Code and will maintain a copy of keys. DO NOT change the locks, as we are on a specific key system that requires the work to be performed by our licensed locksmith.
- 2) Remotes: Gate, Garage, and any additional Remotes
- 3) Amenity access card
- 4) All owner's manuals and warranty info (leave at property- kitchen drawer)
- 5) Alarm codes
- 6) Email copy of Homeowners Insurance and HOA Documents to: [owner@pminavigate.com](mailto:owner@pminavigate.com)