



VISION
REAL ESTATE

Monthly Property Maintenance Checklist 1/3

Interior

Check ceilings and surfaces around windows for evidence of moisture.

Check caulking around showers, bathtubs, sinks, and toilet base.

Check ceiling areas beneath bathrooms for leakage.

Check all stairs and railings for any loose members.

Check all fire and safety systems regularly.

Test all smoke and carbon monoxide (CO) detectors regularly.

Know the location of all gas shut-off valves.

Electrical

Periodically check exposed wiring and cable. Replace as necessary.

Check all lamp cords, extension cords and receptacles for wear.

Trip circuit breakers every six months and ground fault circuit interrupters (GFCIs) monthly to insure proper function.

Learn location of electrical service panels and label each circuit.

If fuses blow, circuit breakers trip frequently, or any appliance sparks or shorts out, contact a licensed electrician for repairs.

Heating and cooling

Clean or change furnace filters every three months of operation.

Lubricate fan and motor bearings (only where dedicated).

Check fan belt tension and listen for unusual noises.

Keep area around heating and cooling equipment clear.

For boiler systems, check water level and shut-off valve for leaks.

Have system serviced annually prior to the start of the season.





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Monthly Property Maintenance Checklist 2/3

Door and windows

Check for loose or missing glazing putty.

Check caulking for deterioration at the openings and joints between dissimilar materials.

Check weather stripping.

Check for broken glass and damaged or missing screens.

Check all window and door hardware.

Plumbing

Check all faucets, hose bibbs, and supply valves for leakage.

Check for evidence of leaks around and under sinks, showers, toilets, and tubs. Check all joints for adequate grout.

Check lawn sprinkler system for leaky valves and exposed lines

Have the septic tank cleaned every two years.

Have well water checked for quality.

Check the main water shut-off valve for operation and leakage.

Foundation and exterior

Check foundation walls and floors for cracking, heaving, spalling, deterioration, or efflorescence.

Check chimney for loose, deteriorated, or missing mortar or bricks.

Check grading for proper slope away from the foundation.

Check basement and crawlspace for moisture or leaks.

Check all wood surfaces for weathering and paint failure.

Check all decks, patios, porches, stairs, and railings for deterioration.

Cut back and trim all vegetation from structures.



