

The Pinnacle Group LLC

# Weekly Property Checklist

Property Address: \_\_\_\_\_

## Checked

1. \_\_\_\_\_ Lockbox has key and easy to operate
2. \_\_\_\_\_ Signs up around area of property (5-6 signs)
3. \_\_\_\_\_ Sign up in front yard                      Ours or Agent's
4. \_\_\_\_\_ Flyers available/restocked
5. \_\_\_\_\_ Flyer taped to inside front window
6. \_\_\_\_\_ Yard mowed, edged, with no trash or newspapers – Not even a gum wrapper
7. \_\_\_\_\_ Landscaping trimmed and neat
8. \_\_\_\_\_ Mini-blinds turned open so prospects can look in window (all fully extended)
9. \_\_\_\_\_ All windows and doors locked
10. \_\_\_\_\_ AC/Heat Off or thermostat at reasonable setting based on season (AC-85', Heat-55')
11. \_\_\_\_\_ Vinyl floors clean, no footprints or stains
12. \_\_\_\_\_ Carpets clean and vacuumed
13. \_\_\_\_\_ Toilets and sinks clean, flushed
14. \_\_\_\_\_ Windows and window sills clean
15. \_\_\_\_\_ No dead bugs
16. \_\_\_\_\_ Kitchen counters, cabinets, sinks, clean
17. \_\_\_\_\_ Bathtubs, showers clean
18. \_\_\_\_\_ Shower curtains closed
19. \_\_\_\_\_ All lights off
20. \_\_\_\_\_ Closet doors closed
21. \_\_\_\_\_ Cable TV wires neatly rolled
22. \_\_\_\_\_ Property Smells new/fresh
23. \_\_\_\_\_ All screws, tacks, push pins, coins, etc. picked up
24. \_\_\_\_\_ Overall Appearance Excellent (No Distractions)
25. \_\_\_\_\_ Mail Box Empty
26. \_\_\_\_\_ No Broken Windows
27. \_\_\_\_\_ No Stains on ceiling

***Circle Items that Need Immediate Attention and make Comments***

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_