

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: _____

Reviewed By: _____

Date: _____