

Getting Your Property Ready for the Summer

Interior

Walls – clean or paint – repair/patch as necessary

Door and Window Trim, Baseboards, Handrails, all Woodwork, Shelving – cleaned, dusted, repair/paint

Windows, Doors, Sliders – thoroughly cleaned, repair/replace broken glass, hinges, tracks. Must fully function

Hardwood and Vinyl Flooring, Ceramic Tile – clean/polish, scuffs, replace, make repairs as needed

Showers, Tubs, Sinks, Toilets – clean, remove all mold/mildew, replace caulking/grout as needed

Ceiling Fans, Lights – thoroughly clean, replace/repair any that are broken, must all fully function

Appliances, (stove, oven, refrigerator, dishwasher, microwave, toaster, coffee maker, washer, dryer, blender) thoroughly cleaned inside and out. Clean behind/under. Clean out dryer vents. All must work properly.

Cabinets, Laundry Areas, Closets – thoroughly cleaned and organized, repair/replace broken doors/hinges/shelves/rods

Furniture, Carpet – Steam cleaned furniture and carpet (pay particular attention to steps)

Mattresses – steam cleaned/replace as needed, remember to check sofa beds, futons, cots, airbeds, trundles

Pillows, Mattress Pads, Bedspreads, Blankets and Sheets (if you provide) - We highly recommend to be replaced yearly. If not, must be thoroughly cleaned.

Fabric Window Treatments, Blinds, Shutters, Shades, Rods – taken down and thoroughly cleaned. Replaced if worn, torn, faded, stained, repair any broken. Must all function properly.

Shower Curtains, Liners, Rods, Hooks – thoroughly cleaned, remove mold/mildew – replace any worn/broken

Wall Hangings, Pictures, Decorative Items, Knick-Knacks – cleaned, dusted, repair/replace any broken items. Keep number of items to a minimum

Dishes, Glasses, Flatware, Serving Spoons, Cooking Utensils, Pots, Pans, Cookware, Lids – thoroughly cleaned, replace any missing or broken pieces

Exterior

Doors/Hardware – check all knobs/deadbolts – repair/replace any broken/corroded/hard to work locks

Keys – if you change any locks be sure to bring new keys to Berger Realty

Lighting – clean all exterior light fixtures, repair/replace all broken or non-working fixtures

Outside Showers/Cabanas – thoroughly cleaned, pressure washed, remove mold/mildew, make all repairs. Make sure water is turned on for season

Heating and Air Conditioning Systems – Water Heaters

Vents and Vent Covers – thoroughly clean inside and out of all vents and covers

Water Heater - if you set it to vacation mode or turn it down/off be sure to change it back and that it works

A/C & Heat Units – have an annual inspection/cleaning before start of season (Freon, filters, corrosion, etc.)

Cable, Phone and Internet Service (if applicable)

Cable – make sure cable is turned on for the summer and the remotes have batteries. It is also helpful to provide instructions if your TV is complicated to turn on. Consider blocking the ability to purchase items on demand.

Internet – If you are providing internet, make sure it is connected and there are direction in the unit to get online. If there is a password, it is also helpful to send it to us.

Phone – Have long distance service blocked

Extra Items to Have on Hand

Vacuum Cleaner Bags

Shower Curtain Liners – should be replaced by cleaners as needed. Keep extras in unit

Light Bulbs – interior and exterior. Keep extras in unit

Batteries for Remotes and Smoke Detectors – keep extras on hand

Cleaning Supplies – Keep some cleaning supplies around for tenants to use

Trash Update - Ocean City has gone to single stream recycling. This means you no longer have to separate the paper from the plastics. Everything goes into one container. Regular trash and recycling still needs to be separated.