

RENTAL MAINTENANCE SCHEDULE

EVERY THREE MONTHS

- Replace furnace filter (more often if tenants have pets)
- Test smoke and CO detectors (press to ensure working)
- Inspect for visible leaks under sinks and toilets
- Add salt to the water softener (essential for Guelph's hard water)
- Check for slow drains and minor plumbing issues
- Wipe down baseboards, vents, and light fixtures

EVERY SIX MONTHS

- Clean dryer vent and lint trap (prevents fire hazards)
- Inspect and clean the range hood filter
- Test GFCI outlets and electrical breakers
- Check caulking around tubs, showers, and sinks
- Walk the exterior of property for signs of damage or wear

ANNUALLY

- Service furnace and AC unit (before heating/cooling season)
- Flush water heater (improves efficiency and longevity)
- Inspect all faucets, toilets, and visible plumbing for leaks
- Deep clean flooring, grout, and baseboards
- Inspect roof, gutters, and downspouts (clean and repair as needed)
- Check grading and drainage (ensure water flows away from foundation)
- Inspect siding, decks, and railings (power wash and reseal every 2–3 years)
- Check window and door seals for drafts (re-caulk as needed)
- Inspect all appliances for wear (replace if necessary, 8–12 year lifespan)
- Repaint or touch up high-traffic areas as needed
- Review insurance coverage and emergency contacts
- Verify fire extinguishers are charged and accessible
- Review maintenance reserve fund (target: 5–10% of monthly rent set aside)

