



The Ultimate New Landlord Checklist

Stay organized, compliant, and confident as you manage your rental property.

Property Preparation

- Perform deep cleaning of the entire unit
- Repair or replace any damaged fixtures/appliances
- Test and confirm functionality of:
 - Smoke/carbon monoxide detectors
 - Locks and windows
 - Plumbing and HVAC
- Confirm property complies with local housing codes

Legal Compliance

- Register rental property if required in your area
- Understand and follow Fair Housing laws
- Create or review a legally compliant lease agreement



- Obtain landlord insurance or liability coverage
- Check for required business licenses or rental registrations

Pricing & Marketing

- Research rental rates for comparable properties
- Set competitive rental price
- Take clear, high-quality photos of the property
- Write compelling listing description
- List property on major rental sites (Zillow, Apartments.com, etc.)
- Share listing on social media or local channels

Tenant Screening

- Use a rental application that collects:
 - ID and personal info
 - Proof of income/employment
 - Rental history



- Run background and credit checks
- Verify references and call previous landlords
- Choose a qualified, reliable applicant

Lease & Move-In

- Review and sign lease agreement with tenant
- Collect first month's rent
- Collect and log security deposit
- Provide receipts for all payments
- Conduct and document move-in inspection:
 - Use checklist
 - Take timestamped photos/videos
 - Have tenant sign inspection record

Ongoing Management

- Provide clear contact info for maintenance and emergencies



- Set up rent collection process (bank transfer, portal, check, etc.)
- Schedule routine inspections as needed
- Document all tenant communications
- Track all income, expenses, and receipts for tax purposes