



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

You may also need a business license, rental registration, or rental inspection depending on your location.