

Converting Owner-Occupant Property to Rental Property

The following checklist is a guide for things to consider when converting an owner-occupant property to a rental property.

90 Days Prior

- Professional photos
- Professional floorplan
- Add to Property Files (see [Bookkeeping and Accounting Class](#))
- Add to bookkeeping/accounting software

60 Days Prior

- Switch to electronic statements/bills
- Get PO Box or private mailbox

< 30 Days

Update addresses with:

- Utilities (and switch each to "landlord policy")
 - Gas
 - Water (including any water associations)
 - Trash
 - Electric
 - Garbage
 - Cable television
 - Internet service provider
- Debit and credit cards
- Mortgages
- HOA
- Insurance companies/policies
 - Health/dental insurance provider
 - Home
 - Auto
 - Umbrella
- Banks and credit unions
- Employer
 - Human Resources
 - Retirement accounts
 - Health care accounts
 - Payroll
- County/tax assessor
- IRA/401K/Investment/Retirement Account companies
- Subscriptions (cable, ISP, magazines, newsletters, Netflix, software)
- Friends and family
- Tenants and Tenant-Buyers on other properties
- Property management companies

New Construction

- Hire home inspector (10-11 months after purchase)
- Submit warranty claims
- Verify warranty work completed

Fire Prevention

- Replace fire extinguishers in kitchen
- Replace batteries in smoke alarms and CO detectors
- Test smoke and CO alarms
- Repair holes in garage drywall
- Verify spring on garage fire door

Repairs and Maintenance

- Complete repairs from previous inspections
- Service AC and furnace
- Change furnace air filters
- Adjust water heater to normal setting
- Change humidifier filter
- Change refrigerator water filter
- Check for and fix leaks under all sinks
- Check for and fix leaks around each toilet
- Repair/replace caulk in bathrooms and kitchen
- Seal all concrete cracks
- Replace all burnt out lightbulbs
- Paint touch up

Clean Property

- Kitchen including behind and underneath appliances
- Inside refrigerator, oven and microwave
- Bathrooms
- Vacuum carpet (professionally cleaned)
- Sweep and pressure wash garage and driveway
- Clean windows inside and outside (and screens)
- Mow lawn, trim shrubs
- Clean out gutters
- Clean ceiling fans

Asset Protection

IMPORTANT: Consult with attorney about your specific situation before doing any of the following.

- Move property into trust/LLC
- Change insurance to trust/LLC
- Convert to landlord/fire policy
- Review policy coverage and limits
- Add umbrella policy
- Sign property management agreement with proper entity name

Insurance

- Change to landlord/fire policies
- Review policy coverage and limits
- HOA: consider adding special assessment rider

Locks

- Change locks
- Securely store backup key
- Security bar on sliding glass doors
- Change garage door opener code

Miscellaneous

- Notify neighbors and provide contact info
- Availability clause in lease
- Create maintenance reminders list
- Pack your stuff