



# **PROACTIVE MAINTENANCE CHECKLIST**

**(Landlord's Guide - Revised Frequencies)**



# PROACTIVE MAINTENANCE CHECKLIST

Property Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Instructions:

Use this checklist to schedule and track routine maintenance for your rental property. Adjust frequency based on property age, condition, specific equipment, and professional recommendations. Always provide proper legal notice to tenants before entering for non-emergency maintenance or inspections as required by California law and your lease agreement. Prioritize safety – hire qualified, licensed, and insured professionals for tasks beyond your expertise (e.g., roof inspections, major electrical/plumbing, HVAC servicing, termite treatments, structural inspections).

**Frequency Legend:** (A) Annually | (SA) Semi-Annually | (Q) Quarterly | (S) Seasonally  
(E2Y) Every 2 Years | (E5Y) Every 5 Years

(Safety Systems)	Frequency	Date	Notes/Due:
Test Smoke Detectors & Replace Batteries:	<input type="radio"/> SA <input type="radio"/> A	_____	_____
Test Carbon Monoxide Detectors & Replace Batteries:	<input type="radio"/> SA <input type="radio"/> A	_____	_____
Inspect Fire Extinguisher(s) (Check charge, expiration, accessibility):	<input type="radio"/> A	_____	_____
Clean Dryer Vent Ducting (Professional cleaning strongly recommended):	<input type="radio"/> A	_____	_____

  

(HVAC System)	Frequency	Date	Notes/Due:
Replace Air Filter(s) (Note Size: _____):	<input type="radio"/> Q <input type="radio"/> SA	_____	_____
Professional HVAC System Inspection & Tune-up:	<input type="radio"/> A	_____	_____



## PROACTIVE MAINTENANCE CHECKLIST

(Plumbing)	Frequency	Date	Notes/Due:
Visually Inspect Under Sinks (Kitchen, Bathrooms) for leaks/drips/corrosion:	<input type="radio"/> Q <input type="radio"/> SA	_____	_____
Visually Inspect Around Toilets for leaks (base, tank, supply line):	<input type="radio"/> Q <input type="radio"/> SA	_____	_____
Check Visible Appliance Hoses (Washing Machine, Dishwasher, Ice Maker) for wear/bulges/leaks:	<input type="radio"/> A	_____	_____
Flush Water Heater (Per manufacturer recommendations to remove sediment):	<input type="radio"/> A	_____	_____

  

(Exterior & Structure)	Frequency	Date	Notes/Due:
Clean Gutters & Downspouts, check for proper drainage:	<input type="radio"/> S (Fall) <input type="radio"/> S (Spring)	_____	_____
Professional Roof Inspection (Check for damaged shingles, flashing issues, wear):	<input type="radio"/> E2Y	_____	_____
Inspect Exterior Caulking/Seals (Windows, Doors, penetrations):	<input type="radio"/> A	_____	_____
Check Exterior Paint/Siding for damage, peeling, cracks, signs of dry rot:	<input type="radio"/> A	_____	_____
Inspect Decks/Patios/Balconies for structural integrity, loose railings, signs of dry rot:	<input type="radio"/> A	_____	_____
Trim Trees/Shrubs away from roof, siding, and foundation:	<input type="radio"/> SA <input type="radio"/> A	_____	_____
Check Irrigation System (if applicable) for leaks, broken heads, proper function:	<input type="radio"/> S (Spring)	_____	_____
Inspect Foundation/Slab (visible areas) for cracks or settlement issues:	<input type="radio"/> A	_____	_____

  

(Pest Control)	Frequency	Date	Notes/Due:
General Pest Inspection (Look for signs of rodents, insects inside & out):	<input type="radio"/> E2Y	_____	_____
Termite Inspection (Professional recommended, esp. in CA):	<input type="radio"/> E2Y	_____	_____



## PROACTIVE MAINTENANCE CHECKLIST

(General Interior & Other)	Frequency	Date	Notes/Due:
Check Windows/Doors for smooth operation, proper locking, weather stripping:	<input type="radio"/> A	_____	_____
Visually Inspect Attic/Crawl Space (if safely accessible) for leaks, pests, insulation issues, ventilation:	<input type="radio"/> A	_____	_____
General Property Condition / Structural Inspection (Consider professional):	<input type="radio"/> E5Y	_____	_____

Other Specific Item:

\_\_\_\_\_ | Freq: \_\_\_\_\_ | Date: \_\_\_\_\_ | Notes/Due: \_\_\_\_\_

Other Specific Item:

\_\_\_\_\_ | Freq: \_\_\_\_\_ | Date: \_\_\_\_\_ | Notes/Due: \_\_\_\_\_

**True Haven Property Management Disclaimer** - This Proactive Maintenance Checklist is provided by True Haven Property Management (DRE Lic # 01484794) as a general informational tool for property owners. It is not exhaustive and may not cover all necessary maintenance items for every property. Property conditions, age, location, and specific equipment can significantly alter maintenance needs and frequencies. This checklist does not constitute property management advice or a guarantee against future issues. Owners are solely responsible for ensuring their properties comply with all applicable California laws, local ordinances, and habitability standards. True Haven Property Management strongly encourages owners to consult with qualified, licensed, and insured professionals (contractors, inspectors, etc.) for specific system evaluations, repairs, and advice tailored to their property. True Haven Property Management assumes no liability for the use or misuse of this checklist or for the condition of any property maintained using this guide. We encourage users of this form to seek legal counsel regarding their specific rights and obligations as landlords.