



Marie Hansen Properties

"The company with a passion for property management."

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Ready to Rent Prior to Management

The upkeep and condition of your rental property is of vital importance. Marie Hansen Properties is known for providing clean, well-kept homes for our residents as well as keeping your home well cared for to maintain the value of your investment. Please read this to ensure that you understand Marie Hansen Properties' requirements. If you don't have time to do these items before turning the property over for management, we will ensure they are completed quickly and to our standards.

General

All personal items and trash must be removed from the property (including garage, attic, crawlspace, storage, sheds, etc.)

Management will not keep track of Owner's personal items and tenants can't be expected to care for them (appliances and furnished rentals are the exception).

- All stairs, railings, decks, and fences must be secure and in good repair.
- The property shall be professionally cleaned, please provide a receipt.

General Interior

- Any nail and screw holes will be filled and painted (touch up if possible).
- All lightbulbs must be working, including oven, vent hood, and refrigerator.
- All smoke alarms must have fresh batteries. Be sure that there are smoke detectors in the living room and each bedroom.
- Carpets must be professionally deep steam cleaned, please provide a receipt. All flooring must be secure and not lifting at edges.
- Home shall be treated for pests if there is any evidence of a pest issue.
- Only main entry doors can have keyed door knobs, no keyed bedroom or bathroom doors.
- All kitchen & bathroom cabinet hinges must be in a good and operable condition.

Plumbing and HVAC

- All plumbing fixtures must be fully operational and free of drips and/or leaks.
- Hot water heater must be functional and have a pressure relief valve and a downward discharge pipe. We recommend changing hot water heaters over 10 years old.
- All drains must drain freely.
- Water shut-off key shall be provided if there is no shut off inside the home.
- It is highly recommended to have a professional plumbing inspection. Speak with your Agent for more details.

Windows and Doors

- Screens (if present) must be free of rips, holes, or tears and must be securely installed.
- All windows must be able to lock and open/close easily.



Bathrooms

- Shower and tub caulking to be checked and replaced if necessary, shower to be free of mildew.
- GFI circuits to be tested for proper operation.
- Any running toilets must be fixed, toilet secure and wobble free.

Kitchen

- Garbage disposal to be checked for proper operation.
- GFI circuits to be tested for proper operation.
- All appliances must be in proper working condition and stove clean with new burner pans if it is a coil burner.
- A new refrigerator water filter needs to be left in unit.

Closets

- Closet doors are to open and close properly.
- Closet shelves and/or hanger rod must be installed.

Exterior/Yard

- All lights must be operational and globes/covers installed.
- Driveway/garage floor must be clean and free of oil/grease stains.
- Exterior of home is to be clean and free of any mold/moss/mildew or discoloration (pressure wash if necessary).
- Trash cans and/or recycling bins must be empty and clean before the new tenant moves in.
- Exterior paint shall be in good condition.

Utilities

- Utilities must remain on when the home is vacant (Marie Hansen Properties can transfer the utilities into Marie Hansen Properties' name and pay the bill out of Owner Reserves).
- Alarm system contracts must be cancelled once a tenant is identified (the tenant may or may not decide to utilize an alarm system).
- Cable or satellite contracts must be cancelled before the new tenants move in.

If any of the above items are not completed prior to turning over for management, Marie Hansen Properties will complete at the owner's expense. If prompt payment is not received, it will be deducted from rents received. When your home meets these criteria we are certain you will receive the highest competitive rent, a shorter vacancy period and a happier resident who is more likely to care for your home during their stay.