PRAIRIE

PROPERTY TOOLS

LANDLORD &

RENTAL TIPS

FREE PRINTABLE RESOURCE

Market Smarter • Stay Organized • Manage With a Clear Plan

Practical tips and worksheets for independent landlords and rental property owners.

10 PRACTICAL LANDLORD & RENTAL TIPS

Simple habits that can make rental management easier to organize.

1. KEEP PROPERTY INFORMATION IN ONE PLACE

Maintain a reliable record of property details, service contacts, recurring maintenance, and important dates.

2. MAKE RENTAL LISTINGS COMPLETE

Include accurate rent, availability, property features, parking, utilities, pet information, and a clear next step for inquiries.

3. USE CURRENT, ACCURATE PHOTOS

Bright, current photos help prospects understand the property before requesting more information.

4. TRACK EVERY RENTER INQUIRY

Record the date, source, contact information, showing status, and next step so promising leads do not get lost.

5. RESPOND CONSISTENTLY

Saved response templates can help you answer common questions promptly while keeping information accurate and professional.

6. DOCUMENT MAINTENANCE REQUESTS

Record the issue, date reported, action taken, provider used, and completion date.

7. PREPARE FOR MOVE-IN BEFORE THE DATE ARRIVES

Use a checklist for keys, condition documentation, utilities, required notices, and other property-specific tasks.

8. USE A MOVE-OUT PROCESS

A repeatable checklist can help you organize keys, condition notes, cleaning, repairs, and turnover tasks.

9. TRACK PROPERTY EXPENSES

Keep organized records of repairs, services, supplies, fees, and other property-related costs for your own records and professional review.

10. REVIEW YOUR SYSTEM REGULARLY

Once a month, check open leads, maintenance items, upcoming dates, records, and tasks that still need attention.

RENTAL LISTING CHECKLIST

Verify the basics before publishing an advertisement.

☐ Monthly rent is accurate
☐ Availability date is current
☐ Bedrooms / bathrooms are accurate
☐ Approximate size is verified if stated
☐ Parking details are included
☐ Utility responsibility is clear
☐ Pet policy / applicable fees are accurately stated
☐ Laundry information is included
☐ Major property features are listed accurately
☐ Current photos are used
☐ Contact / inquiry instructions are clear
☐ Listing wording focuses on the property and neutral rental terms
☐ All advertising complies with applicable fair-housing and local requirements

STRONGEST PROPERTY FEATURE

_____
_____

QUESTIONS PROSPECTS ASK MOST OFTEN

_____
_____
_____
_____

PRAIRIE PROPERTY TOOLS

RENTER LEAD TRACKER

Keep inquiries and follow-up organized.

Property: _____

Date	Prospect	Contact	Source	Showing?	Next Step	Status

LEAD-SOURCE REVIEW

Best source this month: _____

Source to improve / reconsider: _____

FOLLOW-UP NOTES

_____

_____

_____

_____

RENTAL MAINTENANCE TRACKER

Document reported issues and completed work.

Property: _____

Date Reported	Issue / Area	Priority	Action / Provider	Completed	Cost / Notes

PREVENTIVE MAINTENANCE REMINDERS

☐ Review HVAC / filter schedule
☐ Check smoke / CO alarm maintenance requirements
☐ Review plumbing / leak concerns
☐ Review exterior / drainage concerns
☐ Check appliance service needs
☐ Review seasonal property tasks

Follow manufacturer instructions and applicable laws. Use qualified professionals for work that requires licensing, specialized expertise, or presents safety risks.

MOVE-IN & MOVE-OUT QUICK CHECKLIST

A starting point for a more organized turnover.

BEFORE MOVE-IN

☐ Required documents / agreements completed
☐ Property condition documented as appropriate
☐ Required safety items reviewed
☐ Keys / access items prepared
☐ Utility responsibilities confirmed
☐ Contact / maintenance request process provided
☐ Required notices / disclosures handled
☐ Move-in date and access confirmed

AT MOVE-OUT / TURNOVER

☐ Keys / access items returned
☐ Property condition documented as appropriate
☐ Cleaning / repair needs recorded
☐ Maintenance items scheduled
☐ Utilities / services reviewed
☐ Required deposit / accounting process handled according to applicable law
☐ Listing information and photos updated before remarketing
☐ Turnover completion date recorded

TURNOVER NOTES

_____
_____
_____
_____

MONTHLY LANDLORD REVIEW

A 10-minute check-in to keep property tasks from piling up.

☐ Open renter inquiries reviewed
☐ Upcoming showings / follow-ups reviewed
☐ Maintenance requests reviewed
☐ Outstanding repairs reviewed
☐ Property expenses recorded
☐ Upcoming service / maintenance dates reviewed
☐ Rental listing information updated if needed
☐ Property documents / records filed
☐ Move-in / move-out tasks reviewed if applicable
☐ Next month's top priorities identified

TOP 3 PRIORITIES

1. _____

2. _____

3. _____

NOTES

_____
_____
_____
_____
_____

IMPORTANT NOTICE

This resource is provided for general organizational and educational purposes only. It is not legal, tax, financial, insurance, brokerage, property-management, screening, or fair-housing advice. Landlord-tenant laws, required notices, deposits, advertising rules, screening practices, habitability standards, licensing, and other requirements vary by jurisdiction. Verify applicable requirements and consult qualified professionals when appropriate.

FREE RESOURCE FROM PRAIRIE PROPERTY TOOLS

Stay organized. Keep better records. Manage with a clearer plan.