

# Investment Property Maintenance Plan Checklist

This checklist is designed to help real estate investors create and manage a proactive maintenance plan for their investment properties. Use it to protect your assets, keep tenants satisfied, and maximize long-term returns.

- 1. Schedule semi-annual property inspections (HVAC, plumbing, electrical, roof).
- 2. Implement a preventive maintenance schedule: replace filters, clean gutters, and service HVAC systems.
- 3. Establish seasonal maintenance routines: winterize pipes, inspect roofing, and test heating/cooling.
- 4. Create a tenant communication system for reporting maintenance issues (portal, app, or phone line).
- 5. Partner with reliable local vendors (plumbing, electrical, roofing, pest control).
- 6. Budget for capital improvements (roof replacement, HVAC systems, water heaters).
- 7. Maintain documentation of all repairs, inspections, and tenant maintenance requests.
- 8. Conduct move-in and move-out inspections with detailed checklists and photos.
- 9. Review city and county code requirements to ensure compliance (Atlanta, Savannah, Augusta, Columbus).
- 10. Explore financing options for major repairs or renovations (DSCR loans, SBA loans, bridge loans, or alternative financing with GHC Funding).

Tip: Combining a strong maintenance plan with flexible financing ensures long-term success. Visit GHC Funding ([www.ghcfunding.com](http://www.ghcfunding.com)) or call 833-572-4327 to explore DSCR loans, SBA 7a, SBA 504, Bridge Loans, and Alternative Real Estate Financing tailored for Georgia investors.