

ANNUAL PROPERTY MAINTENANCE CALENDAR

A Month-by-Month Guide
to Protecting and Maintaining
Your Rental Property



PROTECT
Your Investment



REDUCE
Costly Repairs



MAXIMIZE
Property Value



BUILD
Long-Term Wealth



SYSTEMS.
ACCOUNTABILITY.
RESULTS.



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2026 EDITION



JANUARY

WINTER SYSTEMS CHECK

January is typically the coldest month of the year in Northwest Chicagoland. Focus on preventing frozen pipes, monitoring heating systems, managing snow and ice, and protecting your property from costly winter-related damage.

MAINTENANCE TASKS

- ☐ Verify furnace operation and check for unusual noises
- ☐ Confirm all rental units are maintaining safe temperatures
- ☐ Inspect for frozen or slow-draining pipes
- ☐ Check exposed plumbing in crawl spaces and basements
- ☐ Monitor attic for condensation or moisture buildup
- ☐ Inspect roof edges for ice dam formation
- ☐ Verify snow removal contractor performance
- ☐ Check sidewalks and entryways for ice hazards
- ☐ Refill ice melt and sidewalk salt supplies
- ☐ Inspect sump pump discharge lines for freezing
- ☐ Test carbon monoxide detectors
- ☐ Review emergency HVAC vendor availability
- ☐ Verify exterior lighting is operational during longer nights
- ☐ Inspect weather stripping on frequently used doors
- ☐ Check tenant-reported maintenance concerns from holiday travel periods

RECOMMENDED DOCUMENTATION

- ☐ Photograph and document any winter-related property damage
- ☐ Update maintenance log with heating system and snow removal activity
- ☐ Document tenant winter maintenance communications



OWNER NOTES



VENDOR USED



DATE COMPLETED



PRO TIP

The biggest January emergencies in Northwest Chicagoland are frozen pipes, furnace failures, and ice-related damage. Catching small issues early can prevent expensive emergency service calls and tenant disruptions later in the winter.



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FEBRUARY

SAFETY MONTH

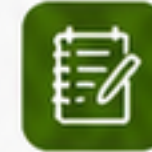
February in Northwest Chicagoland is all about safety, monitoring winter wear and tear, and preventing late-season weather damage. With freezing temperatures, snow accumulation, and increased heating demand, now is the time to focus on life-safety systems and winter risk management.

MAINTENANCE TASKS

- ☐ Test all smoke detectors and replace batteries if needed
- ☐ Test all carbon monoxide detectors and verify proper placement
- ☐ Verify furnace performance and inspect for unusual operation
- ☐ Review emergency HVAC contractor availability
- ☐ Inspect roof edges and gutters for ice dam formation
- ☐ Check attic for signs of condensation or frost buildup
- ☐ Inspect basement for water intrusion or foundation seepage
- ☐ Verify sump pump operation and backup battery condition
- ☐ Inspect exterior walkways for trip hazards and ice accumulation
- ☐ Restock ice melt and snow removal supplies
- ☐ Inspect handrails, stairs, and porch railings for safety
- ☐ Verify exterior lighting is functioning properly
- ☐ Check door weatherstripping and thresholds for drafts
- ☐ Inspect windows for condensation, leaks, or failed seals
- ☐ Review tenant emergency contact information
- ☐ Inspect garage door safety reverse function
- ☐ Verify emergency shutoff locations are clearly accessible
- ☐ Check vacant units for adequate heat and freeze protection

RECOMMENDED DOCUMENTATION

- ☐ Record smoke detector and CO detector testing dates
- ☐ Document furnace service records and filter changes
- ☐ Update winter emergency contact and vendor list



OWNER NOTES



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DATE COMPLETED



PRO TIP

February is often when hidden winter issues become expensive emergencies. Regularly checking heating systems, sump pumps, and ice-prone areas can prevent major repair costs before spring arrives.



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MARCH

SPRING PREPARATION

March in Northwest Chicagoland is the transition from winter to spring. Snowmelt, freeze-thaw cycles, and heavy spring rains can expose hidden property damage. This month should focus on identifying winter-related issues, improving drainage, and preparing systems for warmer weather.

MAINTENANCE TASKS

- ☐ Inspect roof for winter storm damage and missing shingles
- ☐ Check gutters and downspouts for ice damage and blockages
- ☐ Verify downspouts discharge away from foundation
- ☐ Test sump pump operation and backup battery system
- ☐ Inspect basement for water intrusion or foundation seepage
- ☐ Check grading around foundation for drainage issues
- ☐ Inspect exterior caulking around windows and doors
- ☐ Look for signs of frost-heave damage on walkways and driveways
- ☐ Inspect exterior siding for cracks or loose panels
- ☐ Check crawl spaces for moisture or standing water
- ☐ Inspect attic for leaks, condensation, or mold growth
- ☐ Trim damaged tree limbs from winter storms
- ☐ Inspect fences and gates for frost-related movement
- ☐ Check exterior lighting and replace burned-out bulbs
- ☐ Schedule spring HVAC inspection before cooling season
- ☐ Inspect dryer vent and exterior exhaust terminations
- ☐ Check for early pest activity around foundation and entry points

RECOMMENDED DOCUMENTATION

- ☐ Photograph and document winter-related property damage
- ☐ Record sump pump inspection and testing results
- ☐ Update annual maintenance log with spring inspection findings



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PRO TIP

March is often when winter damage becomes visible. Catching drainage problems, roof damage, and foundation issues early can prevent expensive repairs during Northwest Chicagoland's wet spring season.



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APRIL

EXTERIOR INSPECTION

April in Northwest Chicagoland brings milder temperatures and spring rains, making it the ideal time to inspect the exterior of your property. Regular checks now can prevent water damage, pest issues, and costly repairs down the road.

MAINTENANCE TASKS

- ☐ Inspect and repair window screens
- ☐ Check exterior door weatherstripping and thresholds
- ☐ Inspect caulking around windows, doors, and siding
- ☐ Inspect and clean exterior vents and exhausts
- ☐ Check deck boards and railings for loose or rotted wood
- ☐ Inspect stairs and handrails for stability
- ☐ Inspect concrete for cracks or settling
- ☐ Check grading and soil for proper drainage
- ☐ Inspect retaining walls for cracks or movement
- ☐ Check and secure outdoor hose bibs; inspect for leaks
- ☐ Inspect and clean window wells and covers
- ☐ Inspect shed/outbuilding doors and roofs
- ☐ Check and tighten loose exterior hardware
- ☐ Inspect and service irrigation system (if applicable)
- ☐ Inspect trash enclosure/gate for damage
- ☐ Check exterior for signs of carpenter ants or termites
- ☐ Review exterior paint and plan needed touch-ups

RECOMMENDED DOCUMENTATION

- ☐ Photograph any exterior issues or damage
- ☐ Update maintenance log with inspection findings
- ☐ Save receipts for exterior repairs and services



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PRO TIP

Spring is the best time to catch small issues like drainage problems, wood rot, and pest entry points before they turn into expensive repairs during the heavy rain season.



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MAY

AIR CONDITIONING READINESS

In Northwest Chicagoland, warm humid days can arrive suddenly in May. Preparing your cooling system now helps ensure reliable performance, reduces energy costs, and prevents uncomfortable tenant issues.

MAINTENANCE TASKS

- ☐ Schedule AC system service and inspection
- ☐ Replace or upgrade air filters
- ☐ Clean outdoor condenser unit
- ☐ Check thermostat settings and operation
- ☐ Inspect and tighten electrical connections
- ☐ Check refrigerant levels and system pressure
- ☐ Inspect and clean condensate drain and pan
- ☐ Test system starting, cycling, and shutdown
- ☐ Inspect ductwork for leaks or loose connections
- ☐ Verify return and supply air vents are open and clear
- ☐ Clean and straighten condenser fins
- ☐ Check insulation on refrigerant lines
- ☐ Ensure attic and mechanical area ventilation is adequate
- ☐ Clear vegetation and debris around outdoor unit
- ☐ Verify GFCI protection for outdoor electrical connections

RECOMMENDED DOCUMENTATION

- ☐ Record AC service and maintenance dates
- ☐ Update maintenance log with service details
- ☐ Save receipts for HVAC service and repairs



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PRO TIP

Catching small AC issues in May prevents costly breakdowns in summer. Regular maintenance keeps units efficient and tenants comfortable.



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JUNE

MID-YEAR PROPERTY REVIEW

June is ideal for mid-year inspections and planning ahead. In Northwest Chicagoland, summer weather allows for comprehensive exterior checks, helps identify wear and tear from winter, and ensures properties are operating efficiently for the busy rental season.

MAINTENANCE TASKS

- ☐ Conduct comprehensive interior and exterior inspection
- ☐ Test and reset GFCI outlets
- ☐ Inspect attic ventilation and insulation levels
- ☐ Inspect crawl spaces for moisture or pests
- ☐ Inspect foundation for cracks or settlement
- ☐ Check and repair interior and exterior caulking
- ☐ Check and clean dryer vent system
- ☐ Inspect and seal gaps around windows and doors
- ☐ Inspect driveways, walkways, and parking areas
- ☐ Check deck, stairs, and railing stability
- ☐ Inspect and service irrigation system
- ☐ Service garage door and lubricate moving parts
- ☐ Review and update emergency contact information
- ☐ Review insurance coverage and policy limits

RECOMMENDED DOCUMENTATION

- ☐ Record inspection findings with photos
- ☐ Update maintenance log
- ☐ Retain receipts for inspections and repairs



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PRO TIP

Mid-year reviews catch small issues now—before they become expensive problems. Proactive maintenance keeps tenants happy and protects your investment value.



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JULY

EXTERIOR MAINTENANCE

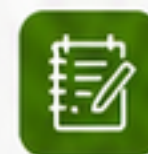
Summer is the ideal time to tackle exterior maintenance projects that protect your property's structure and preserve its curb appeal.

MAINTENANCE TASKS

- ☐ Trim trees and shrubs away from roof, siding, and walkways
- ☐ Inspect and clean gutters and downspouts; check for proper flow
- ☐ Power wash siding, brick, driveways, and sidewalks
- ☐ Inspect and touch up exterior paint or stain as needed
- ☐ Check and reseal decks, fences, and wooden railings
- ☐ Inspect windows and door seals; replace worn weatherstripping
- ☐ Inspect and clean outdoor lighting; replace burned-out bulbs
- ☐ Check irrigation system for leaks and adjust timers for weather
- ☐ Inspect and tighten loose railings, stair treads, and handrails
- ☐ Check foundation for cracks or settling after spring rains
- ☐ Inspect and service outdoor appliances and grill connections
- ☐ Ensure grading slopes away from foundation and entryways
- ☐ Remove weeds and refresh mulch in landscaping beds
- ☐ Inspect roof from ground for missing shingles or damage
- ☐ Check and secure window wells and covers

RECOMMENDED DOCUMENTATION

- ☐ Photograph exterior condition and any issues
- ☐ Update maintenance log with completed work
- ☐ Save receipts for exterior repairs and services
- ☐ Update vendor contact list if needed



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PRO TIP

Summer exterior maintenance helps prevent expensive repairs caused by moisture, pests, and wear. Keeping up now protects your investment and maintains strong curb appeal for tenants and future leases.



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AUGUST

CAPITAL PLANNING

Late summer in Northwest Chicagoland is the ideal time to evaluate your property's performance and plan for upcoming repairs or improvements before fall. Smart planning now helps protect your investment, control costs, and keep your properties competitive.

MAINTENANCE TASKS

- ☐ Review roof age and condition; plan for replacement if needed
- ☐ Review HVAC system performance and service history
- ☐ Service and test smoke and CO detectors
- ☐ Clean and inspect drain lines and floor drains
- ☐ Inspect attic for leaks, insulation gaps, or moisture
- ☐ Check water heater; flush tank and test relief valve
- ☐ Inspect plumbing for leaks and worn fixtures
- ☐ Check and lubricate garage door and opener
- ☐ Inspect driveway and parking lot; seal or repair cracks
- ☐ Inspect exterior siding, trim, and fascia for damage
- ☐ Check decks and railings for stability and safety
- ☐ Inspect exterior stairs, porches, and handrails
- ☐ Review energy usage trends and compare to prior year
- ☐ Plan and budget for fall and winter capital projects

RECOMMENDED DOCUMENTATION

- ☐ Update property improvement plan and budget
- ☐ Review and save energy bills for trend analysis
- ☐ Collect estimates for planned repairs or upgrades



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PRO TIP

Use late summer to secure contractor quotes and order materials early. Planning ahead can lock in better pricing and ensure projects are completed before fall weather arrives.



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SEPTEMBER

FALL PREPARATION

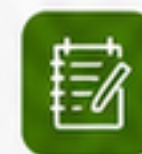
September in Northwest Chicagoland is the time to prepare rental properties for fall and winter. Taking action now helps prevent cold-weather damage, reduces repair costs, and keeps tenants safe and comfortable.

MAINTENANCE TASKS

- ☐ Schedule and service furnace; change air filters
- ☐ Test carbon monoxide and smoke detectors; replace batteries
- ☐ Inspect and clean exterior vents and exhaust fans
- ☐ Seal air leaks around windows, doors, and utility penetrations
- ☐ Inspect and insulate exposed pipes in unheated areas
- ☐ Check and lubricate garage door and opener
- ☐ Inspect roof for loose or damaged shingles
- ☐ Clean gutters and downspouts; ensure proper drainage
- ☐ Check and repair exterior caulking and weatherstripping
- ☐ Inspect siding, brick, and trim for damage or gaps
- ☐ Winterize outdoor faucets and irrigation; drain lines
- ☐ Rake leaves and clear from walkways, roofs, and drains
- ☐ Inspect and clean dryer vents; check for proper airflow
- ☐ Test sump pump and check discharge line
- ☐ Inspect and service fireplace or chimney
- ☐ Verify heating system operation and thermostat settings
- ☐ Review snow removal plan and supplier contracts
- ☐ Inspect and secure handrails and steps for winter safety

RECOMMENDED DOCUMENTATION

- ☐ Record furnace service and filter changes
- ☐ Update maintenance log with completed tasks
- ☐ Save receipts for seasonal maintenance and repairs
- ☐ Review and store snow removal service agreements



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PRO TIP

Getting your property ready now helps prevent expensive winter repairs and ensures tenants stay safe and comfortable all season long.



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OCTOBER

PREPARE & PROTECT

October in Northwest Chicagoland is the time to winterize and protect your rental properties before freezing temperatures arrive. Proactive maintenance now helps prevent burst pipes, ice dams, and costly emergency repairs all winter long.

MAINTENANCE TASKS

- ☐ Schedule and service heating system
- ☐ Replace and clean HVAC air filters
- ☐ Inspect and clean gutters and downspouts; clear debris from roof
- ☐ Check roof for damaged or missing shingles
- ☐ Seal gaps and cracks around windows, doors, and utility penetrations
- ☐ Inspect and replace weather stripping and door sweeps
- ☐ Insulate exposed pipes; drain and shut off exterior water
- ☐ Winterize irrigation system and blow out sprinkler lines
- ☐ Test GFCI outlets and other exterior electrical
- ☐ Inspect attic insulation and ventilation
- ☐ Check attic for signs of leaks, moisture, or pests
- ☐ Clean and service fireplace or chimney (if applicable)
- ☐ Test smoke and carbon monoxide detectors; replace batteries
- ☐ Inspect and lubricate garage door and opener
- ☐ Reverse ceiling fans to clockwise (low speed)
- ☐ Check exterior caulking and reseal where needed
- ☐ Inspect and service garage door and opener
- ☐ Check and grade soil away from foundation
- ☐ Stock up on ice melt and sidewalk salt
- ☐ Confirm snow removal plan and service (contractor or tenant)
- ☐ Review winter tenant communication plan and emergency contacts

RECOMMENDED DOCUMENTATION

- ☐ Record inspection and service dates
- ☐ Update property winterization checklist
- ☐ Save receipts for winterization and seasonal services
- ☐ Review and store snow removal service agreements



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PRO TIP

Preparing in October can prevent frozen pipes, ice dams, and winter damage—saving you money and keeping your tenants safe and comfortable throughout the season.



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NOVEMBER

PREVENT & PREPARE

November in Northwest Chicagoland is the time to address final fall tasks, protect your property from early winter weather, and ensure your tenants and systems are ready as temperatures drop and the year comes to a close.

MAINTENANCE TASKS

- ☐ Inspect and clean dryer vents
- ☐ Check and tighten handrails, decks, and stairs
- ☐ Inspect and clear window wells
- ☐ Verify sump pump operation and test backup power
- ☐ Check and service garage door springs and cables
- ☐ Inspect parking lots for potholes and trip hazards
- ☐ Seal cracks in asphalt and concrete walkways
- ☐ Check downspout extensions are directing water away
- ☐ Inspect retaining walls and grading after fall rains
- ☐ Test and service boilers (if applicable)
- ☐ Check thermostat settings and tenant heat usage
- ☐ Inspect interior for signs of leaks or moisture
- ☐ Review water usage for unusual spikes
- ☐ Inspect and secure attic access and hatches
- ☐ Ensure smoke and CO alarms are functioning
- ☐ Replace batteries in remote controls and keypads
- ☐ Check exterior drains and clean grate covers
- ☐ Review tenant winter parking and snow policies

RECOMMENDED DOCUMENTATION

- ☐ Record maintenance and inspection dates
- ☐ Update emergency contact information
- ☐ Review and update rental agreements addenda
- ☐ File W-9s and gather documents for year-end reporting



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PRO TIP

Completing final inspections and small repairs now helps prevent costly emergencies during harsh winter weather and reduces tenant discomfort and disruption.



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DECEMBER

FINISH STRONG, START READY

December in Northwest Chicagoland is the final push to prepare your rental property for harsh winter conditions and year-end responsibilities. Taking action now helps prevent frozen pipes, service emergencies, and tenant disruptions during the coldest months.

MAINTENANCE TASKS

- ☐ Inspect and clear snow guards and roof edge ice dams
- ☐ Check and seal basement and crawlspace vents
- ☐ Test and inspect backflow prevention devices
- ☐ Ensure heat is set at safe minimum in vacant units
- ☐ Inspect and clear furnace and water heater exhaust vents
- ☐ Check exterior faucets and ensure covers are secure
- ☐ Inspect and tighten garage door hardware
- ☐ Inspect and lubricate door locks and deadbolts
- ☐ Check and replace batteries in all smoke and CO alarms
- ☐ Inspect parking lot and walkways for drainage issues
- ☐ Verify stair treads and handrails are secure
- ☐ Trim remaining foliage away from building and utilities
- ☐ Inspect and clean boiler room and mechanical areas
- ☐ Confirm emergency lighting and exit signs are functional
- ☐ Walk property interior and exterior for safety hazards
- ☐ Replenish winter supplies: ice melt, shovels, and salt
- ☐ Review tenant parking and snow removal procedures
- ☐ Communicate holiday and emergency maintenance hours

RECOMMENDED DOCUMENTATION

- ☐ Record maintenance and inspection dates
- ☐ Store warranty and service records
- ☐ Update year-end expense tracking
- ☐ Review tax documents and statement records



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PRO TIP

Finishing your year-end prep now helps you avoid costly emergencies and surprises. A well-prepared property means fewer repairs, happier tenants, and a smoother start to the new year.



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