



Security System Maintenance Checklist for Rental Properties

System Overview & Inventory

Document the type, location, and key features of each security system component.

Property Address

Write something...

Number of Security Systems

Enter a number...

System Type (e.g., ADT, Brinks, Custom)

- ☐ ADT
- ☐ Brinks
- ☐ SimpliSafe
- ☐ Custom

System Description (Features, Components)

Write something...

Number of Cameras (if applicable)

Enter a number...

Installation Date

Enter date...

Alarm Panel Inspection

Verify panel functionality, battery status, and connection integrity.

Panel Voltage (V)

Enter a number...

Battery Voltage (V)

Enter a number...

Last Battery Replacement Date

Enter date...

Time of Last System Test

Panel Status (OK/Warning/Error)

- ☐ OK
- ☐ Warning
- ☐ Error

Notes/Observations

Write something...

Panel Diagnostic Printout (if available)

 Upload File

Door & Window Sensors

Test sensor operation and check for damage or tampering.

Sensor ID

Enter a number...

Sensor Type

- ☐ Magnetic Contact
- ☐ Glass Break

Signal Strength (dB)

Enter a number...

Operational Status

- ☐ Functional
- ☐ Malfunctioning
- ☐ Tampered

Last Inspection Date

Enter date...

Notes/Observations

Write something...

Motion Detectors

Ensure proper placement and functionality, checking for false alarms.

Sensitivity Level (0-10)

Enter a number...

Mounting Type

- ☐ Corner
- ☐ Wall
- ☐ Ceiling

Last Calibration Date

Enter date...

Last Test Time

Distance to Nearest Obstruction (feet)

Enter a number...

Notes on Environmental Factors (e.g., pets, curtains)

Write something...

Functionality Status

- ☐ Functional
- ☐ Needs Adjustment
- ☐ Malfunctioning

Cameras (if applicable)

Verify camera positioning, image quality, recording capabilities, and storage status.

Camera ID/Asset Tag

Enter a number...

Camera Type

- ☐ Dome
- ☐ Bullet
- ☐ PTZ
- ☐ Wireless
- ☐ Other

Firmware Version

Enter a number...

Resolution (pixels)

Enter a number...

Lens Type

- ☐ Fixed
- ☐ Varifocal


Last Image Verification Date

Enter date...

Notes on Image Quality/Placement

Write something...

Sample Image (if needed)

 Upload File

Keypad & Access Control

Test keypad functionality, check access codes, and review access logs.

Keypad Response Time (Seconds)

Enter a number...

Keypad Display Status

- ☐ Functional
- ☐ Dim
- ☐ Malfunctioning

Last Code Change Date

Enter date...

Last System Log Review Time

Access Levels Verified

- ☐ Owner
- ☐ Manager
- ☐ Maintenance
- ☐ Tenant

Access Code Verification Notes

Write something...

Backup Power & Communication

Inspect backup battery or generator functionality and communication system (e.g., cellular, internet).

Backup Battery Voltage (V)

Enter a number...

Battery Remaining Life (%)

Enter a number...

Communication Method

- ☐ Cellular
- ☐ Internet (Broadband)
- ☐ Landline

Last Battery Replacement Date

Enter date...

Time of Last System Test (including backup power)

Notes on Backup Power & Communication Functionality

Write something...

System Programming & Configuration

Review system programming, user permissions, and emergency contact information.

Panel Firmware Version

Enter a number...

Alarm Notification Method(s)

- ☐ SMS
- ☐ Email
- ☐ Phone Call
- ☐ App Notification

Authorized User Groups (e.g., Owner, Manager, Maintenance)

- ☐ Owner
- ☐ Manager
- ☐ Maintenance
- ☐ Emergency Contact

Last Programming Change Date

Enter date...

Notes on Programming Adjustments

Write something...

Default Response Protocol (e.g., Police, Fire, Medical)

☐ Police

☐ Fire

☐ Medical

Documentation & Record Keeping

Maintain detailed records of inspections, repairs, and maintenance activities.

Inspection Date

Enter date...

Inspection Time

Detailed Notes & Observations

Write something...

Battery Voltage (if applicable)


Enter a number...

Inspector Signature

System Status

- ☐ Operational
- ☐ Needs Repair
- ☐ Out of Service

Supporting Photos/Videos (Optional)

 Upload File