

Turnover Checklist



Community Name

Community Manager

Unit #

Bedrooms

Bathrooms

Customer Account #

Sales Representative Name/Phone

Maintenance Manager

Inspection by Name/Date

General Maintenance

Product Listing	OK	Repair	Replace	Product #	Qty.	Additional Products/Comments
HVAC Unit(s)						
Drain Pan/Condensate						
Air Registers/Grilles						
Air Filters						
Thermostat						
Water Heater						
Washing Machine						
Washer Drain Pan						
Clothes Dryer						
Dryer Ducting/Vent						
Smoke/CO Alarms						
Batteries						
Load Center						
Circuit Breakers						
Wall Plate (Type 1)						
Wall Plate (Type 2)						
Wall Plate (Type 3)						
Wall Plate (Type 4)						
Phone/Cable Wall Plate						
Wall Switches						
Wall Receptacles						
USB Receptacles						
GFCI Receptacles						
Light Bulbs (Type 1)						
Light Bulbs (Type 2)						
Crown Moulding						
Drywall Patch						
Drywall Replacement						
Primer						
Paint						
Wall/Ceiling Texture						
Cove Base/Trim						
Flooring (Type 1)						
Flooring (Type 2)						

Turnover Checklist



Cleaning and Restoration

Product Listing	OK	Repair	Replace	Product #	Qty.	Additional Products/Comments
Vacuum						
Carpet Extractor						
Carpet Cleaner						
Stain Remover						
Floor Cleaner						
Mark Remover						
Disinfectant						
Rags						
Plunger/Drain Cleaner						
Deodorizer						
Pest Control						
Cleaning Chemicals						
Cleaning Chemicals						
Cleaning Chemicals						
Cleaning Supplies						
Cleaning Supplies						

Entry | Patio | Balcony

Product Listing	OK	Repair	Replace	Product #	Qty.	Additional Products/Comments
Exterior Lights						
Door Knocker/Viewer						
Unit Number						
Screen Door						
Exterior Door						
Door Stop						
Door Sweep						
Weatherstrip						
Door Jamb						
Door Hardware						
Lockset						
Garage Entry Door						
Weatherproof Outlet						
Weatherproof Cover						

Living | Dining Room

Product Listing	OK	Repair	Replace	Product #	Qty.	Additional Products/Comments
Blinds						
Window Screens						
Ceiling Fan						
Light Fixtures						

Turnover Checklist



Kitchen

Product Listing	OK	Repair	Replace	Product #	Qty.	Additional Products/Comments
Light Fixtures						
Faucet						
Aerator						
Handles/Index Buttons						
Supply Lines						
Sink						
Sink Basket/Strainer						
Garbage Disposal						
Cabinet/Drawer Faces						
Cabinet Door Hinges						
Drawer Tracks						
Countertop						

Kitchen Appliances

Product Listing	OK	Repair	Replace	Product #	Qty.	Additional Products/Comments
Refrigerator						
Freezer						
Icemaker/Ice Trays						
Range						
Range Elements						
Oven/Broiler						
Range Hood						
Range Hood Filter						
Microwave						
Microwave Turntable						
Dishwasher						
Dishwasher Drain Hose						

Bedroom(s)

Product Listing	OK	Repair	Replace	Product #	Qty.	Additional Products/Comments
Interior Door						
Lockset						
Door Stop/Hinge						
Bypass/Bifold Door						
Closet/Drawer Knobs						
Closet Rod/Rack						
Blinds						
Window Screens						
Ceiling Fan						
Light Fixtures						

Makeready Checklist



Bathroom(s)

Product Listing	OK	Repair	Replace	Product #	Qty.	Additional Products/Comments
Interior Door						
Lockset						
Door Stop/Hinge						
Bypass/Bifold Door						
Closet/Drawer Knobs						
Closet Rod/Rack						
Light Fixtures						
Vanity Fixtures						
Exhaust Fan						
Mirror/Track/Clips						
Medicine Cabinet						
Vanity Cabinet						
Vanity Top						
Sink						
Faucet						
Handles/Index Buttons						
Supply Lines						
Drain/Pop-Up/P-Trap						
Bathtub/Shower Base						
Tub/Shower Surround						
Shower Door						
Grout/Caulking						
Wall Tile						
Shower Rod						
Towel Bar						
Toilet Paper Holder						
Bath Hardware						
Toilet						
Toilet Seat						

Miscellaneous

Product Listing	OK	Repair	Replace	Product #	Qty.	Additional Products/Comments



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