

Make Ready Checklist

A unit turnover checklist for property managers and maintenance techs getting a vacant apartment or rental home ready for the next tenant.

Move-Out Inspection

- ☐ Collect all keys, fobs, remotes and parking passes from the old tenant
- ☐ Photograph and video every room, wall, floor and appliance
 - Turn on time stamps and compare against the move-in photos for the same unit.
- ☐ Compare the unit to the move-in condition report
- ☐ List damage beyond normal wear and tear for the deposit statement
- ☐ Write the scope of work and order parts, flooring and appliances

Safety and Systems

- ☐ Test every smoke alarm and replace batteries or expired units
 - Most smoke alarms should be replaced 10 years after the date printed on the back.
- ☐ Test carbon monoxide alarms where there are gas appliances or an attached garage
- ☐ Replace the HVAC filter and test heating and cooling
- ☐ Check under sinks, around toilets and at the water heater for leaks
- ☐ Test GFCI outlets in the kitchen, bathrooms and outdoors
 - Press TEST, confirm power cuts off, then press RESET.
- ☐ Rekey or change all exterior door locks
 - Rekey mailbox locks too, if you control them.

Kitchen and Appliances

- ☐ Run the oven, cooktop burners and range hood fan
- ☐ Check the fridge and freezer hold temperature and the seals close tight
- ☐ Run the dishwasher and garbage disposal through a full cycle
- ☐ Check cabinet doors, drawers and hinges, and fix any that sag

Bathrooms

- ☐ Flush each toilet and check it does not run or rock
- ☐ Check caulk around tubs, showers and sinks, and recaulk if moldy or cracked
- ☐ Test the exhaust fan and check drains run freely

Paint and Repairs

- ☐ Patch holes from nails, anchors and wall mounts
- ☐ Touch up or repaint walls, trim and doors
 - In homes built before 1978, use an EPA lead-safe certified firm for paint work that disturbs more than 6 sq ft per room inside.
- ☐ Replace burnt-out bulbs and broken switch or outlet covers
- ☐ Fix window screens, blinds, door stops and closet doors
- ☐ Repair or replace damaged flooring and carpet

Deep Clean and Pest Check

- ☐ Clean inside the oven, fridge, microwave, cabinets and drawers
 - ☐ Scrub tubs, showers, toilets, tile and grout
 - ☐ Wipe baseboards, doors, light fixtures, vents and windowsills
 - ☐ Shampoo or replace carpet and mop hard floors
 - ☐ Look for droppings, roaches, ants and bed bug signs and treat if found
- Check behind the fridge and stove and under the sinks, where pests hide first.

Final Walk-Through and Keys

- ☐ Walk every room with the checklist and confirm all work is done
- ☐ Test each new key in every lock
- ☐ Set the thermostat and leave lights in a standard setting
- ☐ Keep power and water on in the owner's name until the new lease starts
- ☐ Take final photos to use for the next move-in condition report

Unit and Vendor Sign-Off

- ☐ Unit: ____ Move-out date: ____ Ready date: ____
- ☐ Vendors used (paint / clean / carpet / pest): ____
- ☐ Open items and who owns them: ____
- ☐ Inspected by: ____ Date: ____ Status: Ready / Not ready ____