

# Apartment Turnover Checklist

Sales Professional Name: \_\_\_\_\_

Sales Professional Mobile: \_\_\_\_\_

Sales Professional Email: \_\_\_\_\_

UNIT NUMBER	
NUMBER OF BEDROOMS	NUMBER OF BATHROOMS
INSPECTION DATE	INSPECTED BY

ITEM	INSPECTED	REPAIRED	REPLACED	PART NO. FOR ORDER	QTY.	NOTES
<b>ENTRYWAY</b>						
Deadbolt						
Doorstop/Hinges/Closer						
Door Sweep/Weather Strip						
Exterior Door						
Exterior Lights						
House/Unit Number						
Locks						
Peephole/Door Knocker						
Screen/Security Door						
Threshold						
<b>LIVING ROOM</b>						
Blinds						
Ceiling Fan						
Ceiling Fan Light Kit						
Crown Molding						
Flooring						
Light Fixtures						
Smoke/CO <sub>2</sub> Alarm						
Wall Base/Base Trim						
Wall Plates						
Walls						
Window Screens						
<b>DINING ROOM</b>						
Blinds						
Ceiling Fan						
Crown Molding						
Flooring						
Light Fixtures						
Smoke/CO <sub>2</sub> Alarm						
Wall Base/Base Trim						



# Pro™ Multifamily

UNIT NUMBER

ITEM	INSPECTED	REPAIRED	REPLACED	PART NO. FOR ORDER	QTY.	NOTES
<b>DINING ROOM (con't)</b>						
Wall Plates						
Walls						
Window Screens						
<b>KITCHEN</b>						
Broiler Pan						
Cabinet & Drawer Pulls						
Cabinet Door Hinges						
Cabinets & Drawers						
Countertops						
Crown Molding						
Drip Pans						
Faucet/Aerator/Handles						
Fire Extinguisher (5 lbs.)						
Firestop						
Flooring						
Garbage Disposer						
GFCI						
Ice Cube Trays						
Ice Maker						
Light Fixtures						
Microwave						
Microwave Plate						
Oven Racks						
Range						
Range Elements						
Range Hood						
Refrigerator						
Sink						
Sink Basket/Strainer						
Smoke/CO <sub>2</sub> Alarms						
Supply Lines						
Wall Base/Base Trim						
Wall Plates						
<b>PATIO/BALCONY</b>						
Door Sweep/Weather Strip						
Exterior Door						
Exterior Light Fixtures						
Locks						



# Pro™ Multifamily

UNIT NUMBER

ITEM	INSPECTED	REPAIRED	REPLACED	PART NO. FOR ORDER	QTY.	NOTES
Screen/Security Door						
Threshold						
<b>BEDROOM(S)</b>						
Blinds						
Bypass Door/Bifold Door						
Ceiling Fan						
Ceiling Fan Light Kit						
Closet Rod/Racks						
Closet/Drawer Knobs						
Crown Molding						
Doorstop/Hinges/Closer						
Flooring						
Light Fixtures						
Privacy Lockset						
Smoke/CO <sub>2</sub> Alarms						
Wall Base/Base Trim						
Wall Plates						
Window Screens						
<b>BATHROOM(S)</b>						
Angle Stop						
Bath Hardware - End Brackets/Soap Holder/Toilet Paper Holder/Towel Holder(s)						
Cabinet & Drawer Pulls						
Cabinet Door Hinges						
Cabinets & Drawers						
Countertops						
Doorstop/Hinges/Closer						
Exhaust Fan						
Faucet/Pop-Ups						
Flooring						
GFCI						
Handles & Index Buttons						
Heat Lamp						
Interior Slab Door						
Light Fixtures						
Medicine Cabinet						
Mirror/Clips						
P-Trap						
Privacy Lockset						



# Pro™ Multifamily

UNIT NUMBER

ITEM	INSPECTED	REPAIRED	REPLACED	PART NO. FOR ORDER	QTY.	NOTES
<b>BATHROOM(S) (con't)</b>						
Shower Door						
Showerhead						
Sink						
Supply Lines						
Toilet						
Toilet Seat						
Tub Spout						
Tub Surround						
Wall Base/Base Trim						
Wall Plates						

ITEM	COMPLETE	NOTES
<b>Clean &amp; Freshen Up</b>		
Apply Tub & Tile Caulk		
Clean Carpets		
Deoderize Carpets		
Paint & Patch Walls		
Replace Registers		
Replace Wall Plates		
Spot Treat Carpets		
Upgrade Cabinet & Drawer Pulls		
<b>Preventative Maintenance</b>		
Apply Drain Openers		
Audit Fire Extinguisher		
Inspect Air Conditioner/Heat Pump (outside)		
Inspect Air Handler (inside)		
Inspect Garage Entry Door		
Inspect Water Heater		
Replace Air Filter		
Replace Light Bulbs		
Replace Smoke/CO <sub>2</sub> Detector or Batteries		
Replace Water Filters		
<b>Upgrades</b>		
Electronic Locks		
LED Lighting		
Low-Flow Plumbing		
Self-Adhesive Decorative Wall Tiles		
Smart Thermostat		
USB Receptacles		
Video Doorbells		
Vinyl Plank Flooring		