

Move-Out to Move-In Unit-Turn Checklist

Use this checklist as a starting point for a rental make-ready. Local codes, lease requirements, property standards, and licensed-trade rules still apply; customize the list before the walkthrough.

HOW TO USE THIS WORKSHEET

Print one copy for the job or shift. Cross out work that does not apply, add missing details, name an owner, and review unfinished work at handoff.

Initial walkthrough and safety

- ☐ Record keys and access status
- ☐ Remove abandoned property according to local requirements
- ☐ Check doors, windows, and locks
- ☐ Test smoke and carbon-monoxide alarms
- ☐ Note water leaks, electrical hazards, pests, or visible damage

Kitchen and bath

- ☐ Check faucets, drains, supply lines, and toilets
- ☐ Test appliances and note model or part needs
- ☐ Inspect cabinets, counters, caulk, and hardware
- ☐ Clean fixtures, appliances, floors, and ventilation

Walls, floors, and rooms

- ☐ Patch and prepare walls
- ☐ Confirm paint color and complete touchups
- ☐ Repair doors, trim, blinds, and hardware
- ☐ Clean or repair flooring
- ☐ Replace failed bulbs and test outlets as appropriate

Systems and final handoff

- ☐ Check HVAC operation and filter
- ☐ Complete approved repairs by qualified personnel
- ☐ Finish pest treatment and vendor work
- ☐ Perform final cleaning
- ☐ Verify utilities, locks, keys, and rent-ready standard

Customize this task sheet for the actual job and local requirements. It is not a schedule, inspection, safety program, compliance record, estimate, invoice, or formal work order.