

Apartment Turnover Checklist

Step 1: Move Out Current Renter

- ☐ Set move-out schedule for current renter
- ☐ Complete final walk-through
- ☐ Collect keys from current renter on move out
- ☐ Schedule vendors for repairs
- ☐ Change locks and make new keys

Step 2: Repair Apartment

- ☐ Fix broken items or damage
- ☐ Renovate apartment (if needed)
- ☐ Inspect HVAC
- ☐ Change air filters
- ☐ Check for leaky pipes and water damage
- ☐ Check drains for clogs
- ☐ Inspect water pressure
- ☐ Inspect plumbing
- ☐ Verify the following appliances are working:
 - ☐ Stove
 - ☐ Oven
 - ☐ Fridge
 - ☐ Dishwasher
 - ☐ Microwave
 - ☐ Washing machine
 - ☐ Dryer

- ☐ Verify windows and window screens are free of cracks or tears
- ☐ Verify the following hardware is secure:
 - ☐ Doorknobs
 - ☐ Towel bars
 - ☐ Toilet paper holders
 - ☐ Cabinet handles
- ☐ Replace batteries in smoke and carbon monoxide detectors
- ☐ Replace lightbulbs
- ☐ Clean and repaint walls

Step 3: Clean Apartment

Kitchen

- | | | |
|---|--------------------------------------|----------------------------------|
| ☐ Sink | ☐ Countertops | ☐ Oven |
| ☐ Garbage disposal | ☐ Microwave | ☐ Fridge |
| ☐ Cabinets | ☐ Dishwasher | ☐ Freezer |
| ☐ Drawers | ☐ Stove | ☐ Floors |

Bathroom

- | | |
|---|---------------------------------|
| ☐ Sink | ☐ Toilet |
| ☐ Cabinets | ☐ Floors |
| ☐ Vanity and mirrors | |
| ☐ Tub and shower | |

Entire Apartment

- | | |
|--|---|
| ☐ Light fixtures | ☐ Trim molding |
| ☐ Doors | ☐ Windows and blinds |
| ☐ Laundry | ☐ Ceilings |
| ☐ Closets and storage | ☐ Floors |

Step 4: Find New Renters

- ☐ Advertise property
- ☐ Schedule property tours
- ☐ Begin showing apartment
- ☐ Find the perfect renter

Notes

This image shows a full page of blank, lined paper. It features approximately 20 horizontal blue or grey lines spaced evenly apart, typical of notebook paper. The lines extend across the entire width of the page, leaving small margins at the top and bottom. There are no vertical lines, text, or other markings on the page.