

### Vacant Unit Turnover Checklist

- Remove all trash, litter and abandoned property from the apartment
- Change locks on doors
- Check for and repair any water leaks – kitchen and bathroom(s)
- Remove bi-fold doors
- Remove interior doors
- Remove switch and plug plates
- Remove curtain rods and shades/blinds
- Remove globes from light fixtures
- Remove exhaust fans and covers – bathroom(s) and kitchen
- Remove all chrome accessories from bathroom
- Remove heating system covers
- Remove smoke detector covers
- Remove nails, screws, etc. from walls
- Wash walls as needed
- Clean tops of doors and window trim
- Clean tops of kitchen cabinets
- Patch all holes and damaged areas in walls as needed
- KILZ or prime all stains in ceiling and walls as needed
- Check and repair all plumbing as needed
- Check and repair all electrical as needed
- Repair structural damage to doors, etc., inside and outside of apartment
- Sand all walls to remove high spots and flaws
- Straighten all metal doors and heat covers
- Paint ceilings as needed
- Paint walls as needed
- Paint closets, shelving, bi-fold doors, heater covers, etc., (2 coats if necessary)
- Clean, check and repair kitchen cabinets, handles, doors, hinges, shelves as needed
- Stain all nicks, scratches and gouges in doors, door frames, windows and cabinets
- Clean kitchen sink and fixtures
- Clean bathroom sink and fixtures
- Clean and re-install all bathroom chrome accessories
- Re-caulk tub, sink and kitchen countertop
- Check carpeting – re-tack if needed – inspect for cleaning or replacement
- Check kitchen linoleum – clean and repair or replace as needed
- Check bathroom linoleum – clean and repair or replace as needed
- Replace all missing light bulbs
- Clean and replace damaged light globes
- Check and clean smoke alarm covers – replace battery – replace cover as needed
- Clean and repair or replace kitchen appliances as needed
- Clean and re-install light switch plates and plug plates
- Clean, repair or replace window shades/rods/blinds
- Clean, repair or replace exhaust fans and covers
- Clean, repair or replace windows and screens
- Check, repair or replace window and door weather stripping
- Re-install interior doors
- Re-install metal or wood bi-fold doors – check tracks, pins and slides, clean as needed
- Replace heating system covers
- Clean apartment thoroughly
- Remove any paint spills, brush marks, etc., from trim and base
- Clean, repair or replace all base covers
- Clean or replace carpeting as needed
- Install all door stops
- Inspect apartment and touch up as needed