



TURNOVER Checklist

CUSTOMER ACCOUNT #

COMMUNITY NAME

SALES REPRESENTATIVE NAME/PHONE

COMMUNITY MANAGER

MAINTENANCE MANAGER

UNIT #

BEDROOMS

BATHROOMS

INSPECTION BY NAME/DATE

GENERAL MAINTENANCE

| PRODUCT LISTING | OK | REPAIR | REPLACE | PRODUCT # | QTY | ADDITIONAL PRODUCTS/COMMENTS |
|------------------------|----|--------|---------|-----------|-----|------------------------------|
| HVAC Unit(s) | | | | | | |
| Drain Pan/Condensate | | | | | | |
| Air Registers/Grilles | | | | | | |
| Air Filters | | | | | | |
| Thermostat | | | | | | |
| Water Heater | | | | | | |
| Washing Machine | | | | | | |
| Washer Drain Pan | | | | | | |
| Clothes Dryer | | | | | | |
| Dryer Ducting/Vent | | | | | | |
| Smoke/CO Alarms | | | | | | |
| Batteries | | | | | | |
| Load Center | | | | | | |
| Circuit Breakers | | | | | | |
| Wall Plate (Type 1) | | | | | | |
| Wall Plate (Type 2) | | | | | | |
| Wall Plate (Type 3) | | | | | | |
| Wall Plate (Type 4) | | | | | | |
| Phone/Cable Wall Plate | | | | | | |
| Wall Switches | | | | | | |
| Wall Receptacles | | | | | | |
| USB Receptacles | | | | | | |
| GFCI Receptacles | | | | | | |
| Light Bulbs (Type 1) | | | | | | |
| Light Bulbs (Type 2) | | | | | | |
| Crown Moulding | | | | | | |
| Drywall Patch | | | | | | |
| Drywall Replacement | | | | | | |
| Primer | | | | | | |
| Paint | | | | | | |
| Wall/Ceiling Texture | | | | | | |
| Cove Base/Trim | | | | | | |
| Flooring (Type 1) | | | | | | |
| Flooring (Type 2) | | | | | | |



TURNOVER Checklist

CLEANING & RESTORATION

| PRODUCT LISTING | OK | REPAIR | REPLACE | PRODUCT # | QTY | ADDITIONAL PRODUCTS/COMMENTS |
|-----------------------|----|--------|---------|-----------|-----|------------------------------|
| Vacuum | | | | | | |
| Carpet Extractor | | | | | | |
| Carpet Cleaner | | | | | | |
| Stain Remover | | | | | | |
| Floor Cleaner | | | | | | |
| Mark Remover | | | | | | |
| Disinfectant | | | | | | |
| Rags | | | | | | |
| Plunger/Drain Cleaner | | | | | | |
| Deodorizer | | | | | | |
| Pest Control | | | | | | |
| Cleaning Chemicals | | | | | | |
| Cleaning Chemicals | | | | | | |
| Cleaning Chemicals | | | | | | |
| Cleaning Supplies | | | | | | |
| Cleaning Supplies | | | | | | |
| Cleaning Supplies | | | | | | |

ENTRY / PATIO / BALCONY

| PRODUCT LISTING | OK | REPAIR | REPLACE | PRODUCT # | QTY | ADDITIONAL PRODUCTS/COMMENTS |
|---------------------|----|--------|---------|-----------|-----|------------------------------|
| Exterior Lights | | | | | | |
| Door Knocker/Viewer | | | | | | |
| Unit Number | | | | | | |
| Screen Door | | | | | | |
| Exterior Door | | | | | | |
| Door Stop | | | | | | |
| Door Sweep | | | | | | |
| Weatherstrip | | | | | | |
| Door Jamb | | | | | | |
| Door Hardware | | | | | | |
| Lockset | | | | | | |
| Garage Entry Door | | | | | | |
| Weatherproof Outlet | | | | | | |
| Weatherproof Cover | | | | | | |

LIVING / DINING ROOM

| PRODUCT LISTING | OK | REPAIR | REPLACE | PRODUCT # | QTY | ADDITIONAL PRODUCTS/COMMENTS |
|-----------------|----|--------|---------|-----------|-----|------------------------------|
| Blinds | | | | | | |
| Window Screens | | | | | | |
| Ceiling Fan | | | | | | |
| Light Fixtures | | | | | | |



TURNOVER Checklist

KITCHEN

| PRODUCT LISTING | OK | REPAIR | REPLACE | PRODUCT # | QTY | ADDITIONAL PRODUCTS/COMMENTS |
|-----------------------|----|--------|---------|-----------|-----|------------------------------|
| Light Fixtures | | | | | | |
| Faucet | | | | | | |
| Aerator | | | | | | |
| Handles/Index Buttons | | | | | | |
| Supply Lines | | | | | | |
| Sink | | | | | | |
| Sink Basket/Strainer | | | | | | |
| Garbage Disposal | | | | | | |
| Cabinet/Drawer Faces | | | | | | |
| Cabinet Door Hinges | | | | | | |
| Drawer Tracks | | | | | | |
| Countertop | | | | | | |

KITCHEN APPLIANCES

| PRODUCT LISTING | OK | REPAIR | REPLACE | PRODUCT # | QTY | ADDITIONAL PRODUCTS/COMMENTS |
|-----------------------|----|--------|---------|-----------|-----|------------------------------|
| Refrigerator | | | | | | |
| Freezer | | | | | | |
| Icemaker/Ice Trays | | | | | | |
| Range | | | | | | |
| Range Elements | | | | | | |
| Oven/Broiler | | | | | | |
| Range Hood | | | | | | |
| Range Hood Filter | | | | | | |
| Microwave | | | | | | |
| Microwave Turntable | | | | | | |
| Dishwasher | | | | | | |
| Dishwasher Drain Hose | | | | | | |

BEDROOM(S)

| PRODUCT LISTING | OK | REPAIR | REPLACE | PRODUCT # | QTY | ADDITIONAL PRODUCTS/COMMENTS |
|---------------------|----|--------|---------|-----------|-----|------------------------------|
| Interior Door | | | | | | |
| Lockset | | | | | | |
| Door Stop/Hinge | | | | | | |
| Bypass/Bifold Door | | | | | | |
| Closet/Drawer Knobs | | | | | | |
| Closet Rod/Rack | | | | | | |
| Blinds | | | | | | |
| Window Screens | | | | | | |
| Ceiling Fan | | | | | | |
| Light Fixtures | | | | | | |



TURNOVER Checklist

BATHROOM(S)

| PRODUCT LISTING | OK | REPAIR | REPLACE | PRODUCT # | QTY | ADDITIONAL PRODUCTS/COMMENTS |
|-----------------------|----|--------|---------|-----------|-----|------------------------------|
| Interior Door | | | | | | |
| Lockset | | | | | | |
| Door Stop/Hinge | | | | | | |
| Bypass/Bifold Door | | | | | | |
| Closet/Drawer Knobs | | | | | | |
| Closet Rod/Rack | | | | | | |
| Light Fixtures | | | | | | |
| Vanity Fixtures | | | | | | |
| Exhaust Fan | | | | | | |
| Mirror/Track/Clips | | | | | | |
| Medicine Cabinet | | | | | | |
| Vanity Cabinet | | | | | | |
| Vanity Top | | | | | | |
| Sink | | | | | | |
| Faucet | | | | | | |
| Handles/Index Buttons | | | | | | |
| Supply Lines | | | | | | |
| Drain/Pop-Up/P-Trap | | | | | | |
| Bathtub/Shower Base | | | | | | |
| Tub/Shower Surround | | | | | | |
| Shower Door | | | | | | |
| Grout/Caulking | | | | | | |
| Wall Tile | | | | | | |
| Shower Rod | | | | | | |
| Towel Bar | | | | | | |
| Toilet Paper Holder | | | | | | |
| Bath Hardware | | | | | | |
| Toilet | | | | | | |
| Toilet Seat | | | | | | |
| Flush/Fill Valve | | | | | | |

MISCELLANEOUS

| PRODUCT LISTING | OK | REPAIR | REPLACE | PRODUCT # | QTY | ADDITIONAL PRODUCTS/COMMENTS |
|-----------------|----|--------|---------|-----------|-----|------------------------------|
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