



TURNS/MAKE READY CHECKLIST

ACCOUNT # _____

ACCOUNT NAME _____

UNIT# _____ #BEDROOM _____ # BATHROOMS _____ INSPECTION DATE _____ INSPECTED BY _____

*Chargeback to Resident		*	INSPECTED	REPAIR	REPLACE	QTY NEEDED	PART#	NOTES
ENTRYWAY	Exterior Light Fixtures							
	Door Viewer/Door Knocker							
	Apt Number							
	Screen Door							
	Exterior Door							
	Door Stop/Hinge/Closer							
	Door Sweep/Weatherstrip							
	Threshold							
	Deadbolt / Lockset							
LIVING ROOM	Switch/Wall/Phone/Cable Plates							
	Blinds							
	Window Screens							
	Ceiling Fan							
	Light Fixtures							
	Crown Molding							
	Cove Base/Base Trim							
	Flooring/Carpet							
DINING ROOM	Switch/Wall/Phone/Cable Plates							
	Blinds							
	Window Screens							
	Ceiling Fan							
	Light Fixtures							
	Crown Molding							
	Cove Base/Base Trim							
	Flooring/Carpet							
KITCHEN	Switch/Wall/Phone/Cable Plates							
	GFCI							
	Light Fixtures							
	Refrigerator							
	Icemaker							
	Ice Cube Trays							
	Range							
	Range Hood/Filters/Repair							
	Range Elements							
	Drip Pans							
	Oven Rack							
	Broiler Pan							
	Microwave							
	Microwave Plate							
	Sink							
	Sink Basket/Strainer							
	Faucet/Aerator/Handles/ Sprayer							
	Supply Lines							
Garbage Disposal/ Stopper								
Cabinet Door Hinges								
Cabinets & Drawers								
Door / Drawer Handles								
Flooring								
Crown Molding								
Dishwasher								



ACCOUNT # _____

ACCOUNT NAME _____

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*Chargeback to Resident		*	INSPECTED	REPAIR	REPLACE	QTY NEEDED	PART#	NOTES
PATIO	Exterior Light Fixtures							
	Screen Door							
	Exterior Door							
	Door Sweep/Weatherstrip							
	Threshold							
	Deadbolt / Lockset							
BEDROOM(S)	Bypass Door/Bi-Fold Door							
	Door Stop/Hinge/Closer							
	Door Knobs							
	Closet Knobs							
	Closet Rod/Rack							
	Switch/Wall/Phone/Cable Plates							
	Blinds							
	Window Screens							
	Ceiling Fan							
	Light Fixtures							
	Crown Molding							
Flooring								
Cove Base/Base Trim								
BATHROOM(S)	Bypass/ Bifold Door							
	Door Stop/Hinge/Closer							
	Lockset							
	Switch/Wall Plates							
	GFCI							
	Light Fixtures							
	Heat Lamp							
	Exhaust Fan							
	Mirror/Clips							
	Medicine Cabinet							
	Sink							
	Faucet/Pop-Ups & Repair							
	Handles & Index Buttons							
	P-Trap							
	Angle Stop							
	Supply Lines							
	Shower Door/ Tub Surround							
	Bathtub							
	Showerhead							
	Escutcheons							
	Tub Spout							
Caulking								
Toilet								
Toilet Seat								
Cabinets & Drawers								
Bath Hardware								
Flooring								
Cove Base/Base Trim								
GENERAL	Paint Needed?							
	Wall Patches?							
	Air Handler Clean?							
	Condenser?							
	Thermostat							
	Water Heater & Lines ok?							
	Smoke Alarms/CO Detectors							
	Carpet Clean/Vacuum?							
	Batteries							
	Cleaning chemicals & Supplies							
	Light Bulbs							