

FREE TOOL FOR PROPERTY MANAGERS

Unit Turnover Checklist & *Make-Ready Planner*

Enter the move-out date and the day you want the unit rent-ready. The planner lays out each step by date, and you check things off as you go. Print it or save it as a PDF. It's free, and you don't have to sign up.

Day 0: Move-out

- Get keys, fobs and garage remotes back ☐
- Walk the unit and take photos of every room ☐
- Note damage for the deposit ☐
- Read the meters and set utilities to the owner ☐

Day 1: Clear and assess

- Remove junk and anything left behind ☐
- Make a list of repairs (doors, blinds, fixtures, appliances) ☐
- Order parts and flooring ☐

 Call

 Text

Get a quote

Book paint, cleaning and carpet vendors

☐

Days 2–3: Repairs and paint

Patch walls and repaint (do this before cleaning)

☐

Fix doors, blinds and hardware

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Replace bulbs, filters and smoke detector batteries

☐

Check the appliances, HVAC and water heater

☐

Days 3–4: Flooring and carpet

Clean or replace carpet

☐

Fix the hard floors

☐

Days 4–5: Final clean

Clean the kitchen: inside the oven, fridge, cabinets

☐☐

Get a quote

Clean windows, sills, tracks and blinds

☐

Clean baseboards, vents and floors

Day 5: Final walk and ready

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Walk the unit and take after photos

☐

Change locks and test them

☐

Mark the unit rent-ready in your software

 **Call**

 **Text**

Get a quote