

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

- | | | |
|---|--------------------------------------|----------------------------------|
| <input type="checkbox"/> Sink | <input type="checkbox"/> Countertops | <input type="checkbox"/> Oven |
| <input type="checkbox"/> Garbage disposal | <input type="checkbox"/> Microwave | <input type="checkbox"/> Fridge |
| <input type="checkbox"/> Cabinets | <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Freezer |
| <input type="checkbox"/> Drawers | <input type="checkbox"/> Stove | <input type="checkbox"/> Floors |

Bathroom

- | | |
|---|---------------------------------|
| <input type="checkbox"/> Sink | <input type="checkbox"/> Toilet |
| <input type="checkbox"/> Cabinets | <input type="checkbox"/> Floors |
| <input type="checkbox"/> Vanity and mirrors | |
| <input type="checkbox"/> Tub and shower | |

Entire Apartment

- | | |
|--|---|
| <input type="checkbox"/> Light fixtures | <input type="checkbox"/> Trim molding |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Windows and blinds |
| <input type="checkbox"/> Laundry | <input type="checkbox"/> Ceilings |
| <input type="checkbox"/> Closets and storage | <input type="checkbox"/> Floors |

