

APARTMENT TURNOVER CHECKLIST

STAGE 1: PREPARING FOR TURNOVER

- Notify current tenant**
 - Send a formal notice to the current tenant about the lease end date and move-out requirements.
 - Provide move-out instructions and expectations for returning the apartment in good condition.
- Schedule turnover date**
 - Coordinate with the current tenant to determine the exact turnover date.
 - Align with maintenance and cleaning teams.
- Conduct pre-turnover inspection**
 - Assess the condition of the apartment before the tenant moves out.
 - Identify any damage or maintenance issues that need attention during turnover.

STAGE 2: TENANT MOVE-OUT

- Move-out inspection**
 - Conduct a move-out inspection with the departing tenant to document any damage or issues.
 - Discuss any potential deductions from the security deposit based on findings.
- Key collection**
 - Collect all keys, access cards, and garage remotes from the departing tenant.
- Tenant communication**
 - Inform the tenant of the security deposit refund process and timeline.

STAGE 3: CLEANING & REPAIRS

- General cleaning**
 - Thoroughly clean all areas, including living spaces, kitchen, bathroom, and closets.
 - Dust all surfaces, vacuum or mop floors, and clean windows and mirrors.
- Repair damage**
 - Fix any damage reported during the pre-turnover inspection.
 - Repair or replace broken fixtures, appliances, and hardware.
- Painting**
 - Assess the condition of the walls and repaint if necessary to refresh the unit.
- Flooring**
 - Inspect the flooring for any damage or stains.
 - Repair or replace damaged sections as needed.
- Plumbing and electrical**
 - Check plumbing fixtures, faucets, and pipes for leaks and proper functioning.
 - Test electrical outlets and switches, replacing any faulty components.

STAGE 4: SAFETY & FUNCTIONALITY CHECKS

- Smoke alarms and carbon monoxide detectors**
 - Test and replace batteries in smoke alarms and carbon monoxide detectors.
 - Ensure all devices are functioning correctly.
- HVAC system**
 - Inspect and clean heating, ventilation, and air conditioning systems.
 - Replace air filters and address any HVAC issues.
- Security measures**
 - Check locks, deadbolts, and doorbells for proper operation.
 - Ensure all entry points are secure.

STAGE 5: FINISHING TOUCHES

- Deep cleaning and sanitization**
 - Disinfect high-touch surfaces, including doorknobs, light switches, and countertops.
 - Clean and sanitize bathroom and kitchen areas thoroughly.
- Window treatments**
 - Ensure curtains or blinds are in good condition and working properly.
- Landscaping**
 - Tidy up exterior areas, including trimming bushes and mowing the lawn.

STAGE 6: FINAL INSPECTION

- Walk-through inspection**
 - Conduct a final inspection to ensure all tasks have been completed to standard.
 - Address any remaining issues or touch-ups.
- Document condition**
 - Document the apartment's condition with photos and detailed notes.
 - Compare with move-in condition documentation for security deposit evaluation.
- Ready for new tenant**
 - Confirm that the apartment is move-in ready for the new tenant.