

# Apartment Unit Turn Checklist

Move-out to rent-ready, every step. Print it, check it, photograph it with the completed unit, and file it.

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## 1 · Move-Out Inspection

- Photograph the unit in move-out condition (every room)
- Note damage beyond normal wear and tear for deposit reconciliation
- Check appliances, HVAC, water heater, smoke/CO detectors
- Test all outlets, switches, and light fixtures
- Decide repair vs. replace before scheduling work

## 2 · Scope & Materials

- Define full scope against the property standard
- Order and pre-stage all materials BEFORE work starts
- Confirm crew schedule for continuous workflow (no gaps)
- Set the target cycle time for this turn

## 3 · Make-Ready — Paint

- Patch and prep walls, ceilings, and trim
- Prime stains and repairs
- Paint walls, trim, doors; uniform touch-ups

## 3 · Make-Ready — Flooring

- Remove old flooring where needed
- Install new flooring; set transitions and thresholds
- Protect finished flooring during remaining work

## 3 · Make-Ready — Kitchen

- Cabinets: refresh, reface, or replace per scope
- Counters and backsplash
- Sink, faucet, and appliance check/replacement

## 3 · Make-Ready — Bath

- Vanity, top, and mirror
- Toilet and fixtures

Caulk, seal, and water-test

#### 4 • Cleaning

- Full clean: floors, surfaces, inside cabinets and drawers
- Appliance detail (oven, fridge, dishwasher)
- Windows, tracks, and blinds
- Final dust and mop after all trades are out

#### 5 • Punch Walk-Through

- Inspect every room against this checklist
- Test every fixture, outlet, faucet, and appliance
- Touch up paint and caulk as needed
- Confirm keys, locks, and access devices work

#### 6 • Rent-Ready Handoff

- Photograph the completed unit (every room)
- Log actual cycle time (move-out date to rent-ready date)
- Mark unit available; release to leasing
- File before/after photos and this completed checklist

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