Preventative Maintenance + TurnOver Checklist

Checked Completed

Ensure all items are checked. Mark complete if you actually performed the task. Record additional items on backside. Upload completed checklist to Buildium task for final submission.

| | Replace locks; Provide 4 sets of keys |
|--|---|
| | Weather stripping and deer sweeps assure a functional |
| | Weather stripping and door sweeps secure + functional |
| | Drip pans replaced; All stove top burners functional |
| | All heaters serviced and functional |
| | Dryer vent cleaned and secured |
| | Bathroom fan serviced + functional |
| | Replace Smoke & CO detectors if 7+ years old |
| | Wood surfaces cleaned + polyurethaned |
| | Linoleum under sinks installed, clean + secure |
| | All light bulbs correct + functional |
| | All exterior windows and doors open and close easily with locks |
| | All appliances clean + fully functional |
| | Hood vent fan cleaned |
| | Loose door and cabinet hinges secured or replaced |
| | Lose closet and cabinet shelves secured or replaced |
| | Sinks and baths checked for leaks; All faucets + shower head secure |
| | Drains snaked |
| | Toilet secure to floor; Toilet running / leaks? |
| | Deck + exterior swept, washed, checked for safety |
| | Move In Ready Cleaning |
| | |



Rent Ready Checklist

Checked Completed

Ensure all items are checked. Mark complete if you actually performed the task. Record additional repairs / replacements in space provide. Upload completed checklist to Buildium task for final submission.

| | Window tracks and frame cleaned; Primed with Killz |
|--|---|
| | Scrape, clean, and re-caulk around tub + shower enclosure |
| | Scrape, clean, and re-caulk around sinks |
| | Carpets shampooed or replaced |
| | Deep cleaning (inside drawers, cabinets, and closets) |
| | Replace () Light fixtures |
| | Replace () Faucets |
| | Replace () Outlets / switches / wall plates |
| | Mailbox key works; Replace if necessary |
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