

Make Ready Turnover Checklist

This checklist can be used to manually keep track of your turnover process.

LIVING SPACE

- Entry Door/Lock _____
- Ceiling Fan _____
- Weather Stripping _____
- Window/Screen/Blind _____
- Furniture _____
- Outlets/Switches _____
- Smoke Detector _____
- Hall Closets/Doors _____
- Lights/Lamps _____
- Cable Box & Remote _____

KITCHEN

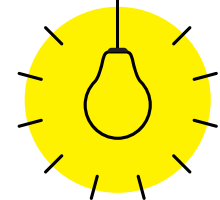
- Fridge/Stove/Hood _____
- Dishwasher/Microwave _____
- Outlets/Switches _____
- Cabinets _____
- Sink/Faucet/Plumbing _____
- Window/Screen _____

BEDROOMS

- Windows/Screens/Blinds _____
- Furniture/Mattress _____
- Outlets/Switches _____
- Lights/Lamps _____
- Closet/Rack _____
- Door/Lock _____
- Smoke Detector _____

MISCELLANEOUS

- Air Conditioner _____
- Furnace Filter _____
- Balcony/Porch _____
- Washer/Dryer _____
- Storage Unit _____



UNIT

ADDRESS

DATE COMPLETED

It's time for something better.

Our software was created because we found checklists, missed communication and sticky notes just didn't cut it. Property Meld provides complete oversight and efficiency of your turnover process in addition to your maintenance coordination for all your key players.



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