



MAKE READY CHECKLIST



GENERAL

- Exterior door and threshold damage free?
- Peephole in working order
- Change lock and update tags as necessary.
- Trash out unit, photos taken and noted below.
- Extermination and/or flea treatment scheduled.
- Ceiling fans in working condition.
- All light bulbs working. Living, Kitchen, Bath, & Bed.
- All electrical outlets operating.
- Electrical panel in working order and labeled correctly.
- Smoke detectors in working order.
- Fire extinguishers up to date.
- Change A/C Filter
- Refrigerator / icemaker operating properly.
- Stove / hood operating properly
- Change oven light bulb
- Dishwasher in working order.
- Disposal in working order, stoppers in place.
- Washing machine in working order.
- Dryer in working order, checked ventilation.
- All windows closing properly.
- Replaced window screens as needed.
- Patio door operational. Locks and secures
- All doorstops in good condition.
- Bi-fold doors: no major dents, run on track properly, and clean.
- Kitchens and Bath areas caulked as necessary in all areas.
- Bathroom sink and shower draining properly.
- Shower rod sturdy and in place.
- Toilets free of leaks and draining properly.
- Water heater temperature accurate.
- Carpet replacement scheduled Room _____
- Wall patched as needed: _____
- All baseboards free of damage.

CLEANING

- All light fixtures cleaned. Living, Kitchen, Bath, & Bed.
- All electrical outlet covers clean of dirt and paint.
- All rooms switch covers clean of dirt and paint.
- Clean out dryer vent screen.
- Blinds dusted and cords free of grime.
- All cabinetry cleaned out and free of major stains
- Fridge and freezer shelving and drawers clean.
- Oven and stove free of major cooking reminisce.
- Sink drains and stainless sinks sparking.
- Hardwood, vinyl, and tiled areas sweep and mopped.
- Sink drains and stainless sinks sparking.
- Patio door track clear of debris and clean.
- Window seals cleaned.
- Patio/balcony/deck free of damage, stains and clean.
- Exterior light fixtures cleaned.
- All closet shelving cleaned
- Inside washer and dryer clean.
- Toilets, sinks, and shower.
- Towel bars clean of dust and grime.
- Baseboards throughout cleaned.

Unit Number: _____

Date turn completed: _____

Move Out Date: _____

Team member signature: _____