Apartment Turnover Checklist

☐Remove all trash, litter and abandoned property from the apartment

☐Change locks on doors

☐Check for and repair any water leaks – kitchen and bathroom(s)

☐Remove nails, screws, etc. from walls

☐Clean exhaust fans and covers – bathroom(s) and kitchen

☐Wash walls as needed

☐Clean tops of doors and window trim

☐Clean tops of kitchen cabinets

☐Patch all holes and damaged areas in walls as needed

☐Prime and cover all stains in ceiling and walls as needed

☐Check and repair all plumbing as needed

☐Check and repair all electrical as needed

☐Repair structural damage to doors, etc., inside and outside of apartment

☐Sand all walls to remove high spots and flaws

☐Straighten all metal doors and heat covers

☐Paint ceilings as needed

☐Paint walls as needed

☐Paint closets, shelving, bi-fold doors, heater covers, etc.

☐Clean, check and repair kitchen cabinets, handles, doors, hinges, shelves as needed

☐Stain all nicks, scratches and gouges in doors, door frames, windows and cabinets

☐Clean kitchen sink and fixtures

☐Clean bathroom sink and fixtures

☐Clean and re-install all bathroom chrome accessories

☐Re-caulk tub, sink and kitchen countertop

☐Check carpeting – re-tack if needed – inspect for cleaning or replacement

☐Check kitchen linoleum – clean and repair or replace as needed

☐Check bathroom linoleum – clean and repair or replace as needed

☐Replace all missing light bulbs

☐Clean and replace damaged light globes

☐Check and clean smoke alarm covers – replace battery – replace cover as needed

☐Check and clean carbon monoxide alarm covers – replace battery if necessary

☐Clean and repair or replace kitchen appliances as needed

☐Clean, repair or replace window shades/rods/blinds

☐Clean, repair or replace exhaust fans and covers

☐Clean, repair or replace windows and screens

☐Check, repair or replace window and door weather stripping

☐Replace furnace filter

☐Clean apartment thoroughly

☐Remove any paint spills, brush marks, etc., from trim and base

☐Clean, repair or replace all base covers

☐Clean or replace carpeting as needed

☐Install all door stops

☐Inspect apartment and touch up as needed

☐Re-inspect apartment