

# Unit Turn Checklist

Sales Professional Name:				
Sales Professional Mobile:				
Sales Professional Email:				
UNIT NUMBER	NUMBER OF BEDROOMS	NUMBER OF BATHROOMS	INSPECTION DATE	INSPECTED BY

ENTRYWAY	INSPECTED	REPAIR	REPLACE	PART NUMBER	QUANTITY	NOTES
Deadbolt						
Door Stop/Hinge/Closer						
Door Sweep/Weather-strip						
Entry Lock						
Exterior Door						
Exterior Lights						
House/Unit Number						
Lockset						
Passage Lock						
Peephole/Door Knocker						
Screen/Security Door						
Threshold						

LIVING ROOM	INSPECTED	REPAIR	REPLACE	PART NUMBER	QUANTITY	NOTES
Blinds						
Ceiling Fan						
Ceiling Fan Light Kit						
Cove Base/Base Trim						
Crown Molding						
Flooring						
Light Bulbs						
Light Fixtures						
Smoke Alarm/CO2						
Switch/Wall/Phone/Cable Plates						
Window Screens						

DINING ROOM	INSPECTED	REPAIR	REPLACE	PART NUMBER	QUANTITY	NOTES
Blinds						
Ceiling Fan						
Cove Base/Base Trim						
Crown Molding						
Flooring						
Light Bulbs						
Light Fixtures						
Smoke Alarm/CO2						
Switch/Wall/Phone/Cable Plates						
Window Screens						

KITCHEN	INSPECTED	REPAIR	REPLACE	PART NUMBER	QUANTITY	NOTES
Broiler Pan						
Cabinet Door Hinges						
Cabinets and Drawers						
Countertops						
Cove Base/Base Trim						
Crown Molding						
Drip Bowls						
Faucet/Aerator/Handles						

KITCHEN cont.	INSPECTED	REPAIR	REPLACE	PART NUMBER	QUANTITY	NOTES
Fire Extinguisher 5lb.						
Fire Stop						
Flooring						
Garbage Disposers						
GFCI						
Ice Cube Trays						
Icemaker						
Light Fixtures						
Microwave						
Microwave Plate						
Oven Rack						
Range						
Range Elements						
Range Hood						
Refrigerator						
Sink						
Sink Basket/Strainer						
Smoke Alarm/CO2						
Supply Lines						
Switch/Wall/Phone/Cable Plates						
PATIO/BALCONY	INSPECTED	REPAIR	REPLACE	PART NUMBER	QUANTITY	NOTES
Door Sweep/Weather-strip						
Exterior Door						
Exterior/Light Fixtures						
Lockset						
Screen/Security Door						
Threshold						
BEDROOM(S)	INSPECTED	REPAIR	REPLACE	PART NUMBER	QUANTITY	NOTES
Blinds						
Bypass Door/Bi-Fold Door						
Ceiling Fan						
Ceiling Fan Light Kit						
Closet Rod/Rack						
Close/Drawer Knobs						
Cove Base/Base Trim						
Crown Molding						
Door Stop/Hinge/Closer						
Flooring						
Light Fixtures						
Lockset						
Privacy Lockset						
Smoke Alarm/CO2						
Switch/Wall/Phone/Cable Plates						
Window Screens						
BATHROOM(S)	INSPECTED	REPAIR	REPLACE	PART NUMBER	QUANTITY	NOTES
Angle Stop						
Bath Hardware - End Brackets/ Soap Holder/Toilet Paper Holder/Towel Holder						
Cabinets and Drawers						
Countertops						
Cove Base/Base Trim						
Door Stop/Hinge/Closer						
Escutcheons						
Exhaust Fan						

Faucet/Pop-Ups And Repair						
Flooring						
GFCI						
Handles And Index Buttons						
Heat Lamp						
Interior Slab Door						
Light Fixtures						
Lockset						
Medicine Cabinet						
Mirror/Clips						
P-Trap						
Privacy Lockset						
Shower Door						
Showerhead						
Sink						
Supply Lines						
Switch/Wall Plates						
Toilet						
Toilet Seats						
Tub Spout						
Tub Surround						
Ceiling Fan Light Kit						
<b>GENERAL MAINTENANCE</b>	<b>INSPECTED</b>	<b>REPAIR</b>	<b>REPLACE</b>	<b>PART NUMBER</b>	<b>QUANTITY</b>	<b>NOTES</b>
A/C Register						
Air Conditioner						
Air Filter/Sizes						
Batteries						
Carpet Cleaner/Vacuum						
Caulk						
Cleaning Chemicals and Supplies						
Furnace/Gas or Electric/BTU						
Garage Entry Door						
Heater						
Heat Pump						
Heat Register						
<b>GENERAL MAINTENANCE cont.</b>	<b>INSPECTED</b>	<b>REPAIR</b>	<b>REPLACE</b>	<b>PART NUMBER</b>	<b>QUANTITY</b>	<b>NOTES</b>
Light Bulbs						
Paint						
Primer						
Smoke Alarms/CO Detectors						
Thermostat						
Wall Patch						
Water Heater						
<b>MISCELLANEOUS</b>	<b>INSPECTED</b>	<b>REPAIR</b>	<b>REPLACE</b>	<b>PART NUMBER</b>	<b>QUANTITY</b>	<b>NOTES</b>