### horizontal line**House Turnover Checklist**

**1. General Information**

* **Name of the current homeowner**:
* **Name of the new homeowner**:
* **Property address**:
* **Date of turnover**:
* **Real estate agent (if applicable)**:

**2. Property Condition**

* **Exterior Inspection**
  + Condition of the lawn, driveway, and exterior features
  + Condition of the fencing, gates, and garage
  + Roof, windows, and siding check
* **Interior Inspection**
  + Check walls, floors, and ceilings for any damages
  + Ensure all doors, windows, and locks are functioning
  + Ensure all appliances are working

**3. Utilities & Systems**

* **Electricity**
  + Ensure all lights and switches are operational
  + Check circuit breakers and fuse box
* **Plumbing**
  + Check faucets, drains, and toilets for proper operation
  + Inspect hot water system and water heater
* **HVAC**
  + Test heating, cooling, and ventilation systems
  + Ensure air filters are changed
* **Gas & Safety**
  + Check gas lines and appliances
  + Ensure smoke detectors and carbon monoxide detectors are working

**4. Documentation & Keys**

* **Documents**
  + Provide warranties and manuals for appliances
  + Transfer any permits, home improvement records, or repairs
  + Share any utility bills and payment instructions
* **Keys & Access**
  + Hand over all property keys, garage door openers, and remote controls
  + Provide alarm system codes or access instructions

**5. Cleanliness & Final Touches**

* Ensure the house is professionally cleaned
* Check for garbage removal and waste disposal

**6. Sign-off**

* **Signature of Current Homeowner**:
* **Signature of New Homeowner**:
* **Date**: