
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:**