
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:**