

Rental Turnover Checklist

A practical sequence from possession through a documented, ready-to-rent handoff—without pretending one checklist replaces local law or qualified trades.

Property / unit _____	Prior move-out date _____
Target ready date _____	Target move-in date _____
Turnover owner _____	Approved budget _____

Close out the prior tenancy

■	Confirm possession and collect all keys, remotes, permits, and access devices	Notes / date / initials
■	Complete and preserve the move-out condition record and photographs	Notes / date / initials
■	Document tenant property left behind and follow applicable notice/storage rules	Notes / date / initials
■	Record final utility readings and update access codes after lawful possession	Notes / date / initials

Inspect and scope work

■	Separate ordinary wear from damage under current local rules	Notes / date / initials
■	Check life-safety devices, locks, railings, windows, electrical, plumbing, HVAC, and moisture	Notes / date / initials
■	Create one repair list with owner, priority, estimate, approval, and target date	Notes / date / initials
■	Photograph hidden or high-cost conditions before work begins	Notes / date / initials

Repair, clean, and verify

■	Complete licensed or permit-required work through qualified providers	Notes / date / initials
■	Patch, paint, clean, replace filters, service appliances, and address pests as needed	Notes / date / initials
■	Test every supplied appliance, fixture, light, lock, alarm, and water shutoff	Notes / date / initials
■	Walk the finished unit against the repair list and retain invoices/warranties	Notes / date / initials

Prepare the next tenancy

■	Set rent and availability using current property and market information	Notes / date / initials
■	Confirm advertising, screening, and occupancy criteria are lawful and consistently applied	Notes / date / initials
■	Prepare current lease/addenda and required disclosures; obtain local review when needed	Notes / date / initials
■	Schedule move-in funds, utilities, keys, orientation, and the new condition inspection	Notes / date / initials

Turnover cost and status log

Educational checklist only. Deposit accounting, abandoned property, habitability, licensing, notices, disclosures, and rekeying rules vary by location.