

UNIT TURNOVER CHECKLIST

Property: _____ Unit Number: _____

Address: _____ Date: _____

Sales Associate: _____ Phone: _____

ENTRANCE

Item	Repair/Replace	Notes
Deadbolt	☐ Repair ☐ Replace	
Door Hardware	☐ Repair ☐ Replace	
Door Stops	☐ Repair ☐ Replace	
Door Sweeps, Thresholds, Weatherstrips	☐ Repair ☐ Replace	
Hinges	☐ Repair ☐ Replace	
Light Fixtures & Bulbs	☐ Repair ☐ Replace	
Peepholes, Door Knockers, Chimes, Security Hardware	☐ Repair ☐ Replace	
Switches, Plates, Dimmers, Wall Jacks, Controls	☐ Repair ☐ Replace	

LIVING ROOM

Item	Repair/Replace	Notes
Blinds	☐ Repair ☐ Replace	
Ceiling Fan	☐ Repair ☐ Replace	
Cove Bases	☐ Repair ☐ Replace	
Door Stops	☐ Repair ☐ Replace	
Light Fixtures & Bulbs	☐ Repair ☐ Replace	
Switches, Plates, Dimmers, Wall Jacks, Controls	☐ Repair ☐ Replace	
Screens	☐ Repair ☐ Replace	
Smoke/CO2 Alarms	☐ Repair ☐ Replace	

LAUNDRY

Item	Repair/Replace	Notes
Door Hardware	☐ Repair ☐ Replace	
Door Stops	☐ Repair ☐ Replace	
Dryer Parts & Venting	☐ Repair ☐ Replace	
Light Fixtures & Bulbs	☐ Repair ☐ Replace	
Switches, Plates, Dimmers, Wall Jacks, Controls	☐ Repair ☐ Replace	
Washer/Dryer & Repair Parts	☐ Repair ☐ Replace	
Water Supply Lines	☐ Repair ☐ Replace	

DINING ROOM

Item	Repair/Replace	Notes
Blinds	☐ Repair ☐ Replace	
Ceiling Fan	☐ Repair ☐ Replace	
Door Hardware	☐ Repair ☐ Replace	
Light Fixtures & Bulbs	☐ Repair ☐ Replace	
Screens	☐ Repair ☐ Replace	
Smoke/CO2 Alarms	☐ Repair ☐ Replace	
Switches, Plates, Dimmers, Wall Jacks, Controls	☐ Repair ☐ Replace	

BEDROOM

Item	Repair/Replace	Notes
Blinds	☐ Repair ☐ Replace	
Closet Hardware	☐ Repair ☐ Replace	
Cove Bases	☐ Repair ☐ Replace	
Door Hardware	☐ Repair ☐ Replace	
Door Stops	☐ Repair ☐ Replace	
Screens	☐ Repair ☐ Replace	
Smoke/CO2 Alarms	☐ Repair ☐ Replace	
Switches, Plates, Dimmers, Wall Jacks, Controls	☐ Repair ☐ Replace	

PATIO

Item	Repair/Replace	Notes
Blinds	☐ Repair ☐ Replace	
Door Sweeps, Thresholds, Weatherstrips	☐ Repair ☐ Replace	
Light Fixtures & Bulbs	☐ Repair ☐ Replace	
Screen/Patio Doors & Hardware	☐ Repair ☐ Replace	



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UNIT TURNOVER CHECKLIST

KITCHEN

	Repair/Replace	Notes
Bake & Broil Elements	☐ Repair ☐ Replace	
Blinds	☐ Repair ☐ Replace	
Cabinet & Drawer Hardware	☐ Repair ☐ Replace	
Cove Bases	☐ Repair ☐ Replace	
Dishwasher & Repair Parts	☐ Repair ☐ Replace	
Door Hardware	☐ Repair ☐ Replace	
Drip Bowls	☐ Repair ☐ Replace	
Fire Extinguisher	☐ Repair ☐ Replace	
Garbage Disposal	☐ Repair ☐ Replace	
Kitchen Faucet	☐ Repair ☐ Replace	
Kitchen Sink	☐ Repair ☐ Replace	
Light Fixtures & Bulbs	☐ Repair ☐ Replace	
Microwave	☐ Repair ☐ Replace	
P-Trap	☐ Repair ☐ Replace	
Range & Parts	☐ Repair ☐ Replace	
Range Hood & Parts	☐ Repair ☐ Replace	
Refrigerator & Repair Parts	☐ Repair ☐ Replace	
Screens	☐ Repair ☐ Replace	
Sink Strainer	☐ Repair ☐ Replace	
Smoke/CO2 Alarms	☐ Repair ☐ Replace	
Switches, Plates, Dimmers, Wall Jacks, Controls	☐ Repair ☐ Replace	
Trash Cans	☐ Repair ☐ Replace	

GENERAL

Item	No Repair Needed	Notes
Air Conditioner	☐ Repair ☐ Replace	
Batteries	☐ Repair ☐ Replace	
HVAC Filters	☐ Repair ☐ Replace	
HVAC Registers & Grilles	☐ Repair ☐ Replace	
Mailboxes & Parts	☐ Repair ☐ Replace	
Thermostats	☐ Repair ☐ Replace	
Wall & Surface Repair	☐ Repair ☐ Replace	
Water Heater & Parts	☐ Repair ☐ Replace	

BATHROOM

Item	Repair/Replace	Notes
Angle Stops	☐ Repair ☐ Replace	
Bath Fans	☐ Repair ☐ Replace	
Bathroom Faucet	☐ Repair ☐ Replace	
Bathroom Sink	☐ Repair ☐ Replace	
Blinds	☐ Repair ☐ Replace	
Cabinet & Drawer Hardware	☐ Repair ☐ Replace	
Cabinets & Vanity Top	☐ Repair ☐ Replace	
Caulk	☐ Repair ☐ Replace	
Cove Bases	☐ Repair ☐ Replace	
Door Hardware	☐ Repair ☐ Replace	
Door Stops	☐ Repair ☐ Replace	
Escutcheon	☐ Repair ☐ Replace	
Grab Bars	☐ Repair ☐ Replace	
Light Fixtures & Bulbs	☐ Repair ☐ Replace	
Medicine Cabinet/Mirror	☐ Repair ☐ Replace	
P-Trap	☐ Repair ☐ Replace	
Shower Trim & Valve	☐ Repair ☐ Replace	
Showerhead	☐ Repair ☐ Replace	
Shower Rod	☐ Repair ☐ Replace	
Switches, Plates, Dimmers, Wall Jacks, Controls	☐ Repair ☐ Replace	
Toilet & Repair Parts	☐ Repair ☐ Replace	
Towel Bar & Ring	☐ Repair ☐ Replace	
Toilet Paper Holder	☐ Repair ☐ Replace	
Toilet Seat	☐ Repair ☐ Replace	
Tub Spout	☐ Repair ☐ Replace	
Water Supply Lines	☐ Repair ☐ Replace	

Notes: _____

