Broombook

Free printable checklist

Apartment turnover checklist

The make-ready list from move-out to move-in

Client or site

Date

Cleaner

Apartment turnover checklist: the make-ready sequence

18 tasks

Day of move-out: inspection and lock-up

- [ ] Walk the unit with the move-out inspection form and the move-in photos from the start of the lease
- [ ] Photograph every room, inside every appliance, every closet and every damage item, with the date on each photo
- [ ] Collect all keys, fobs, garage remotes and mail keys, and count them against the lease
- [ ] Note anything left behind and start the abandoned-property clock your state sets
- [ ] Turn the heat or cooling to a holding setting, close windows and lock the unit
- [ ] Open a turnover ticket with the unit number, the move-out date and the target ready date

Clean last, then stage

- [ ] Run the full turnover cleaning checklist below, top to bottom, dry to wet, kitchen and bathroom last
- [ ] Leave a set of fresh toilet paper, a liner in each bin and the appliance manuals on the counter if the owner wants them
- [ ] Set the thermostat to the showing setting and leave blinds open
- [ ] Take the move-in photos: every room, inside every appliance, every closet, every floor
- [ ] Hand the keys and the photo set to the leasing office and close the turnover ticket

Trades first: repairs, paint and floors

- [ ] Change or rekey the locks and reprogram any smart lock or fob
- [ ] Repair drywall, doors, closet tracks, blinds, towel bars and caulk
- [ ] Test every outlet, light, smoke alarm and carbon monoxide alarm, and replace batteries and bulbs
- [ ] Run every faucet, the shower, the toilet, the disposal and the dishwasher, and fix leaks before the clean
- [ ] Paint where needed, following lead-safe rules in any building from before 1978
- [ ] Replace or professionally clean carpet, then schedule the cleaning crew for after the floors are dry
- [ ] Replace the HVAC filter and clean the vent covers and the return grille

Apartment turnover cleaning checklist

27 tasks

Whole unit first

- [ ] Remove any trash, hangers, shelf liner, hooks and nails the tenant left; bag it by type

Whole unit first (continued)

- [ ] Dust ceiling corners, fans, light fixtures, vents, door tops and window tracks

Apartment turnover cleaning checklist (continued)

Whole unit first (continued)

- [ ] Wash walls where marked, and spot-wash switch plates, door frames and doors
- [ ] Clean inside and outside every window you can reach, plus sills, tracks and blinds
- [ ] Vacuum every closet, including shelves and the track, and wipe the rod
- [ ] Clean baseboards on every wall, and behind every door

Bathrooms

- [ ] Descale the shower head, faucet and tile, then scrub grout and recaulk if the trades did not
- [ ] Clean the toilet inside, outside, under the rim, the base and the floor bolts
- [ ] Wash the vanity inside and out, the mirror and the medicine cabinet
- [ ] Clean the exhaust fan cover and run the fan to check it pulls
- [ ] Pull hair from the drains and check that each drain runs clear

Laundry, utility and entry

- [ ] Clean the washer gasket and dispenser, and the dryer lint trap and housing
- [ ] Vacuum behind the washer and dryer where they move, and check the dryer vent connection
- [ ] Wipe the water heater closet and the furnace closet door, and sweep the floor
- [ ] Clean the entry door inside and out, the peephole, the threshold and the unit number
- [ ] Final walk with the lights on: look along every surface at a low angle for streaks and dust

Kitchen

- [ ] Pull the fridge and the stove out, clean the floor and wall behind them, then push them back
- [ ] Clean the fridge inside, including drawers, gaskets, the drip tray and the top
- [ ] Clean the oven inside, the racks, the drawer, the stovetop, drip pans, knobs and the hood filter
- [ ] Run the dishwasher empty on hot, clean the filter and the door edge
- [ ] Wash every cabinet and drawer inside and out, and the toe kicks
- [ ] Scrub the sink, polish the faucet, and run the disposal with ice and a citrus peel
- [ ] Degrease the backsplash and the wall beside the stove

Bedrooms, living areas and halls

- [ ] Vacuum carpet edges with the crevice tool, then the whole floor in two directions
- [ ] Damp-mop hard floors with the cleaner the flooring maker approves, and dry them
- [ ] Clean closet doors, mirrors and door hardware
- [ ] Wipe the inside of every window and the patio door, and the patio or balcony floor if in scope