



Apartment
Maintenance **Pro**

Apartment Make-Ready & Turn Checklist

FREE DOWNLOAD

A Professional Inspection &
Quality Control Checklist for
Apartment Maintenance Teams



Apartment Make-Ready & Turn Checklist

PROPERTY INFORMATION

Property Name: _____

Unit #: _____ Building #: _____

Technician: _____ Supervisor: _____

Date Started: _____ Completed: _____ Move-In Date: _____

Unit Condition

☐ Excellent

☐ Good

☐ Fair

☐ Poor

ENTRY / EXTERIOR

- ☐ Front Door
- ☐ Door Frame
- ☐ Locks & Deadbolt
- ☐ Door Closer
- ☐ Door Sweep

Technician Notes

LIVING ROOM

- ☐ Walls
- ☐ Ceiling
- ☐ Flooring
- ☐ Windows
- ☐ Blinds
- ☐ Light Fixtures

KITCHEN

- ☐ Cabinets
- ☐ Countertops
- ☐ Sink & Faucet
- ☐ Refrigerator
- ☐ Range / Oven
- ☐ Dishwasher
- ☐ Microwave

BATHROOM

- ☐ Toilet
- ☐ Vanity
- ☐ Mirror
- ☐ Tub / Shower
- ☐ Exhaust Fan
- ☐ GFCI Outlet
- ☐ Caulking

MECHANICAL SYSTEMS

- ☐ HVAC System
- ☐ Plumbing Fixtures
- ☐ Electrical Devices
- ☐ Water Heater

FINAL WALKTHROUGH

- ☐ Unit Cleaned
- ☐ Keys Returned
- ☐ All Repairs Complete
- ☐ Ready for Occupancy

Technician Signature _____

Supervisor Signature _____

Date _____

Technician Notes
