

Every vacant day costs rent. Use this list at move-out to catch the items that most often delay a unit going back on the market, and to document condition for deposit decisions. Check each box as you go.

1. Move-Out Walkthrough (Day 0)

- ☐ Photograph every room, wall, floor and fixture with date stamps
- ☐ Compare condition against the move-in report; note tenant-caused damage
- ☐ Collect all keys, fobs, garage remotes and mailbox keys
- ☐ Record meter readings; make sure utilities transfer to owner/management
- ☐ Check for pests, mold, odors or water stains that need a specialist

2. Safety & Code Items

- ☐ Test smoke and CO detectors; replace batteries or units past date
- ☐ Test GFCI outlets in kitchen, baths, laundry and exterior
- ☐ Check handrails, stair treads and guardrails for looseness
- ☐ Check egress windows open, latch and have intact screens
- ☐ Look for exposed wiring, missing cover plates and dead outlets
- ☐ Change entry locks or rekey before the next tenant gets keys

3. Plumbing

- ☐ Run every faucet and shower; check for drips and low pressure
- ☐ Inspect under sinks for leaks, corrosion and water damage
- ☐ Flush toilets; check for running, rocking or loose seals
- ☐ Inspect water heater: age, leaks, relief valve, temperature setting
- ☐ Clear slow drains; replace worn supply lines and shut-off valves

4. Electrical, HVAC & Appliances

- ☐ Test all lights, switches, ceiling fans and outlets
- ☐ Replace HVAC filter; test heat and A/C; note service date
- ☐ Run range, oven, dishwasher, disposal, washer and dryer
- ☐ Clean refrigerator; check seals, ice maker lines and temperature
- ☐ Clean dryer vent and range-hood filter

5. Walls, Floors, Doors & Windows

- ☐ Patch nail holes, dents and drywall damage; spot-prime
- ☐ Paint where needed (keep a record of colors and sheen per room)
- ☐ Repair or replace damaged flooring, transitions and baseboards
- ☐ Check doors for sticking, damaged jambs, hardware and stops
- ☐ Replace broken blinds, torn screens and cracked glass
- ☐ Re-caulk tubs, showers, sinks and backsplashes



Property Turnover / Make-Ready Checklist

A free field checklist from Transform Renovations | For property managers, landlords & owners

6. Exterior & Common Areas

- ☐ Inspect entry steps, decks and railings for rot or loose boards
- ☐ Check gutters, downspouts and grading for drainage problems
- ☐ Check exterior lights, unit numbers and mailbox are working/visible
- ☐ Clear debris, trash and anything left behind by the prior tenant

7. Final Clean & Rent-Ready Sign-Off

- ☐ Deep clean kitchen, baths, floors, windows, vents and inside cabinets
- ☐ Re-walk the unit with this list; photograph the finished condition
- ☐ Make sure all work orders are closed and invoices received
- ☐ Set thermostat, leave welcome packet, stage keys for move-in
- ☐ Unit marked RENT-READY on: _____ Inspected by: _____

Want this done for you?

Transform Renovations handles turnovers, repairs and renovations for property managers across all of Connecticut. Request a free property walkthrough & estimate:

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