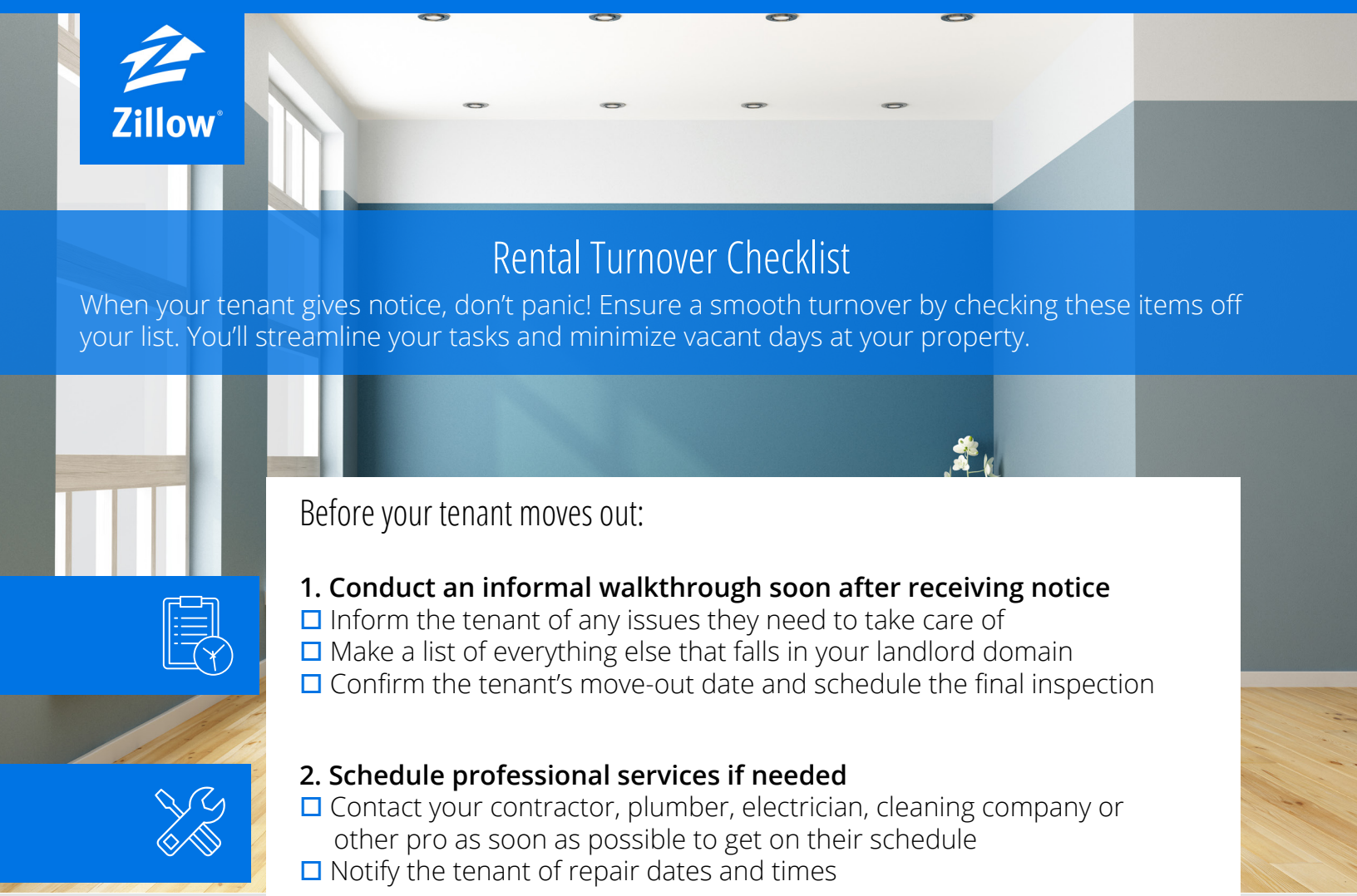


Rental Turnover Checklist

When your tenant gives notice, don't panic! Ensure a smooth turnover by checking these items off your list. You'll streamline your tasks and minimize vacant days at your property.

Before your tenant moves out:

1. Conduct an informal walkthrough soon after receiving notice

- ☐ Inform the tenant of any issues they need to take care of
- ☐ Make a list of everything else that falls in your landlord domain
- ☐ Confirm the tenant's move-out date and schedule the final inspection

2. Schedule professional services if needed

- ☐ Contact your contractor, plumber, electrician, cleaning company or other pro as soon as possible to get on their schedule
- ☐ Notify the tenant of repair dates and times

3. Purchase supplies

- ☐ Buy necessary items (paint, lightbulbs, new blinds, etc)
- ☐ Designate a space in your garage and pack items for transport

4. Clean up the yard

- ☐ Mow the grass, rake the leaves, prune overgrown shrubs or trees, pull weeds, remove dead plants
- ☐ Spray out cracks in the patio, sidewalk or driveway and/or apply weed killer

5. Wash windows and check screens

- ☐ Clean window exteriors
- ☐ Inspect window screens and replace torn or damaged ones

6. Change air filters

- ☐ Clean or replace the filters in your HVAC system
- ☐ Schedule a full-service tune-up or duct cleaning if needed

After your tenant moves out:

7. Re-key the locks

- ☐ Re-key all exterior doors
- ☐ Change codes for garage door and alarm, if applicable
- ☐ Retrieve garage door opener
- ☐ Collect keys for other locking items, such as mailboxes, gates or sheds

8. Paint and repair

- ☐ Fill holes in the walls before painting
- ☐ Replace damaged or excessively stained carpet
- ☐ Recaulk around tub or sinks
- ☐ Check for broken tiles
- ☐ Complete any other repairs

9. Clean the carpets

- ☐ Professionally steam clean all carpeted areas

10. Hire a cleaning company if needed

- ☐ Schedule in advance so they arrive as soon as possible after move-out

