

Rental Turnover Checklist

When your tenant gives notice, don't panic! Here's a checklist to ensure a smooth turnover and minimize vacant days at your property.

Before tenant moves out

1 Conduct an informal walkthrough

- ☐ Inform the tenant of any issues they need to take care of
- ☐ Make a list of everything you need to take care of
- ☐ Confirm the move-out date and schedule a final inspection

2 Schedule professional services and purchase supplies

- ☐ Book any repairs or cleanings
- ☐ Gather all required supplies like paint and lightbulbs

3 Perform exterior maintenance

- ☐ Prune any overgrown shrubs or trees
- ☐ Clean window exteriors and replace torn screens

After tenant moves out

4 Perform interior maintenance

- ☐ Replace filters in your HVAC system
- ☐ Paint walls if necessary (fill in any holes first!)
- ☐ Steam-clean all carpets

5 Collect keys

- ☐ Re-key all exterior locks
- ☐ Make sure to collect any mail or storage keys
- ☐ Change codes for any garage doors or alarms