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