

Turnover Check List

Property: «community» Apt. #: «apt_nbr»
Tenant: «full_name» Vacating Date: «moveout_date»
PO # «turnover_po_number»

- Received moveout notice or Tenant passed away or Tenant under eviction (do not do preinspection for evictions but keep rental agent informed if the tenant is moving out belongings)
- Pass out moveout instructions and do preinspection within 48 hours and fax to the office
- Do moveout inspection and fax copy and mail original immediately (Notify the office when the inspection is complete. If any items are left behind, call the rental agent before disposing of any item since there are legal requirements for storage)
- Carpentry work scheduled for _____
- Painter scheduled for _____
- Carpet Cleaning or replacement scheduled for _____ (This must be scheduled by on-site unless otherwise noted - please schedule at least one week in advance – it can be changed if necessary)
- Estimated Ready Date _____ (in order for the rental agent to start preparing the next tenant this date is going to be estimated as 5-7 business days from move-out unless there are extenuating circumstances)
- Extra Cleaning Hours required _____ (fax this information back as soon as the unit is ready so we can charge the security deposit accordingly)