Apartment make-ready checklist

Work through the stages in order, then each room. Note the condition, who fixed it and the date, and keep the sheet and photos in the unit file.

Property _____ **Unit** _____

Move-out date _____ **Target ready date** _____

Turn lead _____

Before move-out

	ITEM	DONE OR NOTE	INITIALS, DATE
☐	Written notice sent: tenant may request an initial inspection and attend		
☐	Initial inspection requested? Date and time (48 hours' written notice)		
☐	Itemized statement of proposed repairs or cleaning given to tenant		
☐	Entry notices for any visits while occupied (written, date, time, purpose)		

Move-out and documentation

	ITEM	DONE OR NOTE	INITIALS, DATE
☐	Keys and possession back: date		
☐	Photos of each room before deductible repairs or cleaning		
☐	Items left behind listed, then trash-out done		
☐	Condition noted room by room		

Repairs and trades

	ITEM	DONE OR NOTE	INITIALS, DATE
☐	Repairs and maintenance (plumbing, electrical, doors, blinds, fixtures)		
☐	Paint and patching		
☐	Flooring repair or replacement		
☐	Deep clean after paint and flooring		
☐	Carpet cleaning or new carpet		

Room by room

	ITEM	DONE OR NOTE	INITIALS, DATE
☐	Kitchen: cabinets, counters, sink, stove and oven, refrigerator, floor		
☐	Bathrooms: toilet, tub or shower, tile and grout, vanity, mirror, floor		
☐	Living areas and bedrooms: walls, baseboards, doors, lights, outlets, floors		
☐	Closets: shelves, rods, doors, floor		
☐	Windows: glass, sills, tracks, screens, blinds		
☐	Patio or balcony: swept and washed, railing condition noted, drains clear		

Habitability and safety checks

	ITEM	DONE OR NOTE	INITIALS, DATE
☐	Roof, walls, windows and doors weathertight; no broken glass		
☐	Plumbing, gas, hot and cold water, sewer connection working		
☐	Heating, electrical lighting and wiring working		
☐	Stove and refrigerator working and not under recall (leases from 1/1/2026)		
☐	Floors, stairways and railings in good repair		
☐	Garbage receptacles clean and in good repair; no pests, debris or mold		
☐	Smoke alarms tested and working at the new tenancy		
☐	Carbon monoxide device in place where required		
☐	Locks changed or rekeyed		

Final walk and records

	ITEM	DONE OR NOTE	INITIALS, DATE
☐	Final quality walk done; unit marked ready: date		
☐	Photos after repairs and cleaning		
☐	Vendor invoices with name, address and phone kept for deductions		
☐	Itemized deposit statement sent within 21 days of move-out: date		
☐	Move-in photos for the next tenancy taken		

Notes