

Owner to Tenant Transition Checklist											
Property Address:						Move in ready date:					
City/State/Zip						Owners last day:					
Owners Name											
Owners Phone						Who will complete work?					
Item completed by:	Items	OK	Needs Repair	Estimated Hrs Labor	Est. Parts Cost	Details	Owner	1836 Make Ready	Other provider	Work due date	Verified by: Initials/Date
Owner	Tenant										
	Required items										
	All trash/personal items removed										
	Landscaping brought to standards										
	Professional "make ready" cleaning										
	Carpet cleaning w/enzyme if needed										
	Rekey and update of locks required										
	All smoke detectors working and in place										
Exterior											
	Yard repairs										
	Flowerbeds										
	Shrubs/Trees										
	Lighting: Grounds/Attached										
	Paint										
	Roof										
	Fence & Gates										
	Siding/Panel										
	Garage Door										
	Garage/Parking Area										
	Sprinkler System										
	Sheds										
	Doorbell										
	Water shutoffs accessible										
	Other notes:										
Interior											
	Skylight/Windows										
	Paint										
	Walls										
	Ceiling										
	Flooring: Carpet & Tile Repairs										
	Lighting: Matching & Functioning										
	Light Bulbs										
	Fans										
	Doors										
	Door Knobs										
	Door stops										
	Outlet/switch covers										
	Other										
Hardware											
	Kitchen Cabinets										

		Facuets																		
		Countertops																		
		Fixtures																		
		Security Devices: Locks, Pin Lock, Viewing																		
		Plumbing																		
		Other																		
Systems and Misc.										Owner	1836 Make Ready	Other provider	Work due date	Verified by: Initials/Date						
		AC or Heat functioning properly																		
		Water Heater																		
		Additional Trash Removal																		
		Appliances functioning																		
		Appliances present																		
		Water Softner filled and working																		
		Propane Tank full																		
		Keys # in hand																		
		Remotes Type/Number																		
		Other																		
Additional Mtx Items										Owner	1836 Make Ready	Other provider	Work due date	Verified by: Initials/Date						
Deferred Mtx Items																				
Notes																				