Move-Out Turnover Checklist

Walk the unit after move-out and check off each item. Note anything that needs work.

PROPERTY / UNIT _____ MOVE-OUT DATE _____ NEXT MOVE-IN _____

BEFORE MOVE-OUT	NOTES
☐ Confirm move-out date and give notice of the inspection	
☐ Book the turnover so work starts the day after move-out	
☐ Arrange access: key, lockbox code or building fob	
☐ Note paint colours, sheen and any building standards	

WALLS AND CEILINGS	NOTES
☐ Nail holes, dents and gouges	
☐ Drywall damage, cracks or water stains	
☐ Scuffs and marks that won't wash off	
☐ Ceiling stains or peeling paint	
☐ Repaint needed: touch-up, single room or full unit	

DOORS, TRIM AND CLOSETS	NOTES
☐ Doors close and latch properly	
☐ Damaged or missing door stops	
☐ Chipped or marked trim and baseboards	
☐ Closet doors on track, shelves secure	

KITCHEN	NOTES
☐ Cabinet doors and drawers open, close and line up	
☐ Appliances clean and working	
☐ Countertop and backsplash damage	
☐ Faucet, sink and drain working, no leaks under sink	

BATHROOM	NOTES
☐ Caulking around tub, shower and sink	
☐ Toilet runs, flushes and is secure	
☐ Fan works, mirror and fixtures intact	
☐ Tile, grout and vanity condition	

FIXTURES AND HARDWARE	NOTES
☐ Light fixtures and bulbs working	
☐ Outlet and switch covers present	
☐ Blinds and window coverings intact	
☐ Window screens and locks	

FLOORS	NOTES
☐ Scratches, stains or damaged sections	
☐ Transitions and baseboard gaps	

SAFETY	NOTES
☐ Smoke and carbon monoxide alarms tested	
☐ No exposed wiring or missing covers	

CLEAR-OUT AND FINAL	NOTES
☐ Anything left behind removed	
☐ Before photos taken for the deposit record	
☐ Final walkthrough and after photos	
☐ Keys returned or lockbox reset	