

Turnover of Apartment Community Checklist

Community:

Completed by:

Date:

	1	Property Supervisor to walk all employee units at move-out.
	2	Audit all files for completeness and generate list by unit of what is missing.
	3	Inventory sign-off by new company (office, clubhouse, models, fitness center, maintenance).
	4	Key transfer sign-off by new company and review key-board to insure all keys are accounted for.
	5	Status of all vacants and notices.
	6	Vendor list to new company.
	7	Letters to vendors.
	8	Close all accounts (utilities, if sale) and have new company sign-off that they know this is being done.
	9	Open Items List of Exterior and Interior Problems generated by business manager and maintenance supervisor. This should be approved in writing by Property Supervisor. Also get new company to sign that they have received list.
	10	Remove all company materials (i.e. forms, manuals, maintenance manuals, door mats, etc.).
	11	Computer: If it stays, then run a back-up disk and hard copies to give to accounting for safe-keeping. If it goes, run two (2) hard copies of everything and leave one (1) set at the property. The new company should sign off that they have received this one (1) copy.
	12	Walk all vacants with new company and get signed-off that they were all walked.
	13	Provide status board of unit condition for new move-ins and known move-outs. This is to be signed off by the new company.
	14	Terminate or transfer all site employees. Payroll Change Notices (PCNs) should be completed by business manager and signed off by Property Supervisor. Give compensation list to new company (i.e. salary, bonus schedule, apartment provision, etc.). Make sure all accrued vacation pay is taken.
	15	Transfer or terminate pagers and get sign-off.
	16	Transfer or terminate uniforms and get sign-off.
	17	Give Delinquent/Prepaid List to new company and get sign-off.
	18	Give Eviction List with statuses to new company and get sign-off. Also, provide attorney's name and phone number.

	19	Provide telephone numbers and beeper numbers for all employees to new company and get sign-off.
	20	Turn over all open work orders to new company and get sign-off.
	21	Make copies of all undeposited monies (checks and cash) and get to accounting. Have new company sign-off.
	22	Close petty cash and reconcile account. Turn into accounting.
	23	Provide list and copies of all contracts and get sign-off.
	24	Provide list of any safety and liability issues and get sign-off.
	25	Turn over all unpaid bills (keep copies) and get sign-off.
	26	Notification letter to residents.
	27	Property Supervisor to walk with new company and prepare community inspection. Get sign-off.
	28	Leave maintenance shop in orderly fashion. Property Supervisor to sign-off, as well as new company.
	29	Leave office in clean condition. Property Supervisor and new company to sign-off.
	30	Laundry room: Machine inventory to be signed off by Property Supervisor and new company.
	31	Turn over copy of business license and permits (business, pool, spa, etc.).
	32	Provide utility list of all account numbers and get sign-off. Send certified letter and fax (keep copy of proof of transmission) to all utility companies with all account numbers and special instructions (i.e. transfer name, new name, etc.). Have new company sign-off. Property Supervisor to follow up call to verify compliance with letter sent.
	33	Give market comparable survey and get sign-off.
	34	Provide copies of all leases (i.e. refrigerators, laundry rooms, cable, phone for residents and/or office, copier, fax machine, etc.) and get sign-off.
	35	Provide list of "concerned residents" and get sign-off.
	36	Provide copies of any bids pending and get sign-off.
	37	Provide list of work in progress and get sign-off.
	38	Provide budget and the most current project operating report (get regional manager's approval). Get sign-off.
	39	Provide completed turnover book with all signatures to the owner, <u>or the new agent representing the new management company.</u>

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