

## RESIDENTIAL UNIT MAKE-READY REPORT

Property: \_\_\_\_\_

Unit : \_\_\_\_\_

Date vacated: \_\_\_\_\_ Date to be occupied (if known): \_\_\_\_\_

Initial inspection by: \_\_\_\_\_ Date: \_\_\_\_\_

Checklist Before Move-In	Special Instructions
<input type="checkbox"/> Check that all plumbing in unit (toilets, faucets, etc.) works properly. Make sure there are no leaks or drainage problems.	
<input type="checkbox"/> Check all appliances (run dishwasher once on each cycle; check for proper operation of refrigerator, disposal, & range). Make sure that all appliances and kitchen cabinets are clean.	
<input type="checkbox"/> Inspect all windows and screens (no breaks in either). Verify that all sliding components work correctly and easily. Clean-out tracks of all windows and sliding glass doors. Clean inside of all window panes.	
<input type="checkbox"/> Check painted surfaces for chipping, peeling, discoloration and stains. Determine whether repainting is necessary.	
<input type="checkbox"/> Check all walls for holes, seams, cuts, cracks and nail pops.	
<input type="checkbox"/> Check venetian blinds for proper operation and cleanliness.	
<input type="checkbox"/> Check flooring (all floors s/b cleaned and waxed, parquet block floors or wood strip and asphalt tile included; & carpet vacuumed).	
<input type="checkbox"/> Clean bathroom(s) (tub, toilet, basins, vanities, mirrors, medicine cabinets, wall and floor tile).	
<input type="checkbox"/> Verify that all towel bars, toilet paper holders and soap dishes are secure and clean.	
<input type="checkbox"/> Check tile in bathroom(s) for crack or flaws.	
<input type="checkbox"/> Make sure that all baseboards, cabinets, shelves, electrical outlet plates, and smoke detectors are properly secured and installed.	
<input type="checkbox"/> Verify that thresholds and metal strips are installed properly where needed.	
<input type="checkbox"/> Check that all doors close properly and there is no rubbing or warping.	
<input type="checkbox"/> Check that all vents and registers are properly installed.	
<input type="checkbox"/> Check heating and air conditioning units to verify that they are working properly. Clean or replace air conditioning filter.	
<input type="checkbox"/> Make sure that all lighting fixtures work properly and have new bulbs.	

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Other \_\_\_\_\_

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Other \_\_\_\_\_

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\_\_\_\_\_

Other \_\_\_\_\_

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Final Inspection by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

DISCLAIMER: These sample forms and agreements are not endorsed by the Institute of Real Estate Management. They are presented for informational purposes only and should not be relied upon for accuracy, completeness or consistency with applicable law. The user is advised to check all applicable state and federal law before using these forms, agreements, or parts thereof. Because certain forms have legal implications (e.g., management agreements, rental applications), it is recommended that downloaded versions of such forms should be reviewed with legal counsel prior to their use and that any modifications made by the user should also be reviewed by legal counsel.