

MAKE-READY CHECKLIST



	Date Completed	Completed By
Address:		
Date V Lock Installed:		
Make-Ready Start Date:		
Schedule Move-in Date:		
Paint (Full or Touch-Up):		
Carpet (Clean, Dye or Replace):		
Appliances replaced?		

Item Checked	Task List	Completed	Note Repairs
Patio/Balcony	Railings Secured & Bolted To Wall.		
Handrails/Steps	Secured To Wall/No Loose Steps		
LIVING ROOM			
Front Door	Good Condition/No Cracks In Frame		
Deadbolt	Installed New Lock		
Keyless Deadbolt	In Place & Functioning Correctly		
Windows	Locks Work Correctly		
Mini Blinds	Replaced or Cleaned		
Ceiling fan	Works Correctly		
Switches/Plugs	Replaced or Cleaned/Working		

Item Checked	Task List	Completed	Note Repairs
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DINING ROOM

Lights	Bulbs Replaced/Work Correctly		
Switches/Plugs	Replaced or Cleaned/Working		
Mini Blinds	Replaced or Cleaned		

KITCHEN

Stove	All Burners Work Correctly		
Refrigerator	Cooling Properly		
Dishwasher	Ran Through One Cycle/ Works Correctly		
Garbage Disposal	Tested for Proper Function		
Lights	Bulbs Replaced/Work Correctly		
Switches/Plugs	Replaced or Cleaned/Working		
Microwave	Works Correctly		
Vent Hood	Bulbs Replaced/Work Correctly		

HVAC

Heater/AC	Tested for Proper Function		
Thermostat	Tested for Proper Function		
AC Filter	Replaced		

GUEST BATH

Tile	Replaced or Cleaned/ Good Condition		
Countertops	Repaired Or Resurfaced		
Lights	Bulbs Replaced/Work Correctly		
Mirror	Checked for Cracks/Hung Correctly		
Sink	Replaced/Repaired/ Good Condition		
Faucet	Replaced/Repaired/ Good Condition		
Medicine Cabinet	Works Correctly		
Toilet/Flapper/ Ballcock	Replaced/Repaired/ Good Condition		
Tub/Shower	Replaced/repared/ Good Condition		
Showerhead	Replaced/Repaired/ Good Condition		