

VACANCY MAKE-OVER CHECKLIST

- Check and test all wall receptacles and switches. One faulty switch will affect the overall safety of the electrical system.
- Turn on/off all faucets. Check for leaks, also around the tub, shower-heads and under sinks.
- Flush toilets. Make sure they are functioning properly, no leaks around bottom, maintains water, and shuts off properly.
- Close and open all doors, exterior, interior, sliding and closets. Check door stops.
- If drapes are provided, clean or order replacements.
- Clean and vacuum all carpets.
- Exterminate for all pests.
- Replace light bulbs if out. Good lighting helps show vacant units.
- Clean (in, behind and under) and check all appliances. Make sure all appliances are running effectively.
- Make sure all countertops, drawers, and cabinets are clean. Remove old shelf paper. Check to see that all hardware is in place.
- Make bathrooms shine (tubs, sink, mirrors, all tile, medicine cabinets and vanities). Remove any decals, etc. Paint if necessary.
- Make sure all bathroom details are in place (towel-bars, toilet paper holders, soap dishes).
- Check condition of paint on all interior walls/ceilings. Paint if necessary. Fill any holes.
- Clean and shine all vinyl flooring.
- Clean all windows and mirrors. Replace any broken or scratched windows. Check to see if all screens are in place and whether they are torn.
- Check heating units and air conditioners; replace filters.

- Remove all debris or abandoned personal items.
- Put air freshener in place.
- Sweep entryways and wash off front of building/house. Does front porch need painting?
- Re-key all locks and ensure all are working properly. See if any window locks are needed.
- Is exterior of premises clean and neat? Does grass need cutting or other landscaping needs?

Checklist Complete: _____ **Date:** _____