

Apartment Turnover Guidelines

Inspection-Move In/Move Out Report

Make good notes. Don't assume anything!

- I start at the entry—Key work? Mailbox key? Is the entry jam complete and in good shape?
- Turn on all the lights throughout the apartment. Also entry/porch light.
- Turn everything on in the kitchen: faucet, disposal, oven & range top. Make sure everything works and doesn't leak. Check for sink stopper.
- Turn on everything in the bathroom: sink, fan, shower, etc. Make sure it doesn't leak. Check the sink stopper and the tub trip lever.
- HVAC: Turn it on and off. (Only if outside temperature is above 50 degrees.)
- Check the smoke alarm.
- Check screens and sliding screen door—note any repairs if any.
- Remove all debris.
- Review the move out report & make your own notes.
- Check the refrigerator & cabinets for food—pitch it.
- Make a list of all supplies needed to turn apartment.
- Order any supplies or parts needed to complete turn.
- Change furnace filter—Clean/shop-vac out furnace.
- Check hot water heater. Check elements—replace if necessary.

If carpet needs replaced pull carpet and pad. If vinyl needs replaced check with your installer to see how he plans to do the job. If the vinyl is buckled or scarred it needs to be replaced.

Some installers want the vinyl scraped up. If the vinyl is in decent shape your installer may float the vinyl and lay the new over it.

Remove swinging doors and number the hinges for quick reinstall.

Clean up the baseboard! Get dust, dirt, and old paint and splatter off before you tape them.

Remove all nails & ceiling hooks.

Remove all wall heat registers.

Remove all light covers.

Remove all the switch & receptacle plates.

Number and remove the doors.

Take down window blinds.

Remove baseboards in areas where vinyl is to be replaced.

CLEAN UP AS YOU GO!!! Always have a 30-gallon trashcan for debris when you start.

Remove wallpaper if that's your plan.

Clean up old paint on receptacles, baseboards & woodwork using E-Z off oven cleaner and a scrub sponge.

Tape off baseboards, light fixtures, kitchen counter tops and anyplace you don't want unwanted paint.

NOTE: Our goal is not to have paint on any hardware, door knobs, hinges, light fixtures, counter tops, or any natural wood surfaces such as door casing, cabinet soffits, window frames, etc.

When you are completely done taping and cleaning—clean up some more. Sweep up, shop vac your unit and wipe down kitchen counter tops, windowsills, etc.

WALL & CEILING REPAIRS:

Repair all nail holes—use your finger.

Repair all large holes—conventional.

All blinds, if possible, need to be mounted inside the window opening. Using 1 5/8 inch drywall screws, mount the blind hardware snug against the top and to the inside of the window casing. This should be done when we put it all back together.

Repair around window casing where old hardware was removed.

Mud and sand repairs—before a second coat of mud is applied, wipe down the repaired area with a damp cloth to remove the dust.

On small repairs, use a damp scrubber sponge to sand repairs.

While wall repairs are curing you can do what I call “hard or mechanical repairs”. “Hard” does not mean difficult, it’s what I term plumbing, wiring and woodwork. Repair your dripping faucets, leaking shut offs, aerators, drains, broken receptacles, & door entry hardware.

Clean up your heat registers with E-Z Off and a garden hose. If they’re rusty, paint them with spray enamel or replace them.

All drywall repairs need to be wiped down with a damp cloth to remove dust so paint will stick.

When drywall repairs are complete, sanded flat, and smooth to your satisfaction, shop vac all the dry wall dust. Then go around all baseboards and all corners with the shop vac to remove cobwebs and dust.

Wipe off top of door jam molding and any other flat surfaces like windowsills with a damp sponge.

On wall repairs and where you have stains or discolored walls, prime the affected areas with KILZ.

PAINTING:

- Paint the ceiling first—no drips, brush in all corners.
- Paint the walls—roll first, back roll, then cut in. I was taught to turn the roller sideways and roll close to the ceiling to minimize cut in. Make sure to have plenty of light. Daylight is best. A halogen work light is second best. Sometimes a second coat is just necessary.
- 95% of the time I don't wash the walls before painting. If necessary, wash the walls first using an all-purpose cleaner. Then if you are still unsure try this. Some special circumstances do occur. Heavy smokers—you may need to KILZ the corners. Greasy cookers—KILZ around the affected area.

CLEAN UP AS YOU GO!!

- Pull the masking tape off when you finish a room or a section. It comes off better wet than dry. The big trashcan comes in handy to do your cut in and tape removal. I use a small sheet of plywood on top of the trashcan to work off of to do this step. Set your paint tray on the plywood and do your cut in. My system is two walls at a time then remove the tape. You should have a razor knife, paint rag, and a scrub sponge. NO RUNS, NO DRIPS, NO ERRORS.
- Stand back and check your work. Use a halogen light if it is a dark apartment.
- Use plenty of paint on your roller and brush. We don't want bleed through or two-tone walls.
- No paint on baseboards or hardware. No paint on light switches, receptacle covers, or countertops.
- Wash out everything that has to do with painting and store it away. When cleaned properly good brushes and equipment last a very long time.
- Review your list and make sure you have everything. After living in the unit for a day or so you will have found more things that need repaired or replaced.

“PET PEEVE”—TIME IS MONEY! The more trips you make back and forth to the maintenance room, your truck, the lumber yard, etc., the harder and more frustrating it gets. MAKE A LIST—CHECK IT TWICE.

If possible, get everything together before you start. I have a two-step procedure.

THE BATHROOM

I don't know if this is the most important room in the unit but every prospective tenant I've ever dealt with always pays particular attention to this room—So will we.

Really, really look at what you are presenting here. The room should be well lit. The room should have a sanitary, well-kept look when you are finished.

Take down towel bars and shower rod. If the shower rod is rusty, replace it. If the towel bar is bent or rusty, replace it. Toilet paper dispensers are important too.

Remove old caulk around tub if it is discolored anywhere—replace it all. Caulk after you paint.

SOME BATHROOM TIPS:

The medicine cabinet can be slicked up by sanding the rust, then using red oxide spray primer and white enamel spray paint. If the light is broken or discolored, replace it.

If the inside of the vanity base is rotten or the laminate is buckled, use a piece of ¼ inch sub floor plywood to cover it. Cut it to fit, glue it down and caulk the edges with clear caulk.

I prefer Delta faucets—single handle for kitchen, two-handle for bathroom vanity.

A good rule is to replace the seats and springs in all your faucets when you do a turnover.

Take off the P-trap and clean it out. Make sure the tailpiece and the drain are clear.

- The sink stopper should work.
- The trip lever in the bathtub should be looked over.
- Lime away the showerhead or replace it.
- If you are replacing the vinyl you can set the toilet in the bathtub on a piece of plastic or a trash bag to prevent scratching. If the flush assembly in the tank is rigged with baling wire, replace the whole set up. It will save you some headaches in the future. \$10 is about the hardware cost to revamp the whole flush assembly and tank to bowl bolts.

Sometimes when the toilet sits dry for a while the rubber tank washers dry out and leak.

- On older toilet supply shut offs—if they are corroded or leak when you shut them off, it's a good time to replace them.
- New grout, caulk, and paint make a bathroom. Lime away or C.L.R. on your chrome and faucets should make them look brand new.
- Shower rod—I prefer a stationary chrome rod that screws into the wall with rod holders.
- In tubs and porcelain sinks, if you have a nick or chip, you can sand off the rust and use nik-fix from Maintenance Warehouse to repair the spot.
- If you have sticky non-skid ornaments in the tub, scrape them off with a razor blade and use a solvent like Goof-Off to remove the adhesive.

THE KITCHEN

- “Pet Peeve”—Contact Paper!!! I hate it. If there is any contact paper on the walls in the kitchen or on shelves in the drawers, remove it. The contact paper was not there when the unit was brand new and it won't be there when we are through.
- You can reduce nicks in kitchen counter tops with nik-fix. Sand the spot a little first. It won't be perfect but it works pretty well.

Stove drip pans and rings should be replaced. New ones look better and are more labor effective than cleaning old ones.

Make big points with your cleaning crew—spray the stove with oven cleaner if it needs it.

If you are replacing carpet and vinyl the installers can start now or whenever you can schedule them.

Doors and doorstops need to be last, when you replace the carpet.

Carpet cleaners like to have them off too, if possible.

FINAL—PUTTING IT ALL BACK TOGETHER—Start at front

Replace/exchange entry lock, note new keys in key log.

Wash and install light fixtures and covers.

Wall plates—make sure all receptacles work and don't have any paint on them. Clean up switch plates and receptacle covers with soap and water.

Check aerator and sink stoppers in kitchen sink.

Put stove and refrigerator back in place.

Set stove and refrigerator—make sure they are level.

Replace range drip pan.

Exhaust fan or range hood has a filter that needs to be cleaned.

Put up heat registers.

Put closets back together.

Set toilet with new wax ring—Double check for leaks.

Put up shower rod and towel bar.

Install window blinds inside mount with 1 5/8" drywall screws.

Hang interior doors—make sure they clear the new carpet.

- Install doorstops.
- Clean up everything. Take excess parts back to maintenance room.

CAULK:

- Clear caulk around inside of windows, caulk around kitchen counter top, bathroom vanity and bathtub.

ARRANGE FOR CLEANING CREW

FINAL INSPECTION:

- Look everything over again.
- Check for leaks.
- Put general information sheets, applications on kitchen counter.
- Put up Apartment for Rent sign if applicable.
- Add apartment to vacant & ready in Unit Vacancy in Yardi.