

# APARTMENT TURNOVER

## Order of Operations

1. Change Locks
2. Trash Out Apartment
3. Make Supply and Maintenance Lists
4. Complete Maintenance
5. Paint/Touch-Up
6. Clean Apartment
7. Clean Carpets

**CHANGE LOCKS:** This should always be done as soon as someone vacates their unit or an eviction is complete.

**TRASH OUT APARTMENT:** Removing all debris and furniture, food, broken supplies, etc. makes it easier for you and maintenance personnel to see what needs to be done. A clean work environment is imperative to turning an apartment in the most efficient time.

**MAKE SUPPLY AND MAINTENANCE LISTS:** After STEP #2 is complete, you can assess the damage and see what supplies are needed. Use your APARTMENT MAINTENANCE & SUPPLY CHECKLIST to help you with this task.

**COMPLETE MAINTENANCE:** Using the APARTMENT MAINTENANCE & SUPPLY CHECKLIST as your guide, you can now start fixing the apartment and preparing it to show or for your next tenant.

**PAINT/TOUCH UP:** Not all apartments need a full paint job, but paint touch up may be necessary for sheetrock repairs and other wall and cabinet blemishes.

**CLEAN APARTMENT:** Use the APARTMENT CLEANING CHECKLIST to make sure nothing is missed.

**CLEAN CARPETS:** This should only happen if EVERYTHING else has been completed. The carpet cleaners will leave nice lines throughout the apartment, making it more presentable when someone comes to look at it.