

Prep checklist between tenants.

11 items in 7 areas. Tick one rating per item; write what you see, and number any photo you take next to the item it belongs to.

PROPERTY _____ INSPECTED BY _____ DATE _____

Scale: ☐ Good ☐ Fair ☐ Poor ☐ N/A · Fair and Poor items become work orders in the app

CLEANING

Deep clean unit _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

Carpets & windows _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

PAINT & WALLS

Patch holes & touch-up paint _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

APPLIANCES

Test & clean all appliances _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

PLUMBING

Leaks & fixtures _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

Water heater _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

ELECTRICAL

Outlets, switches & fixtures _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

Smoke & CO detectors _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

SAFETY

Re-key locks _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

Fire extinguisher _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

PUNCH LIST

Outstanding repairs _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

SUMMARY AND ACTION ITEMS

SIGNATURES

Inspector

Resident / client

Date