Apartment Make-Ready Checklist

Unit: _____ Move-out date: _____ Ready date: _____ Checked by: _____

Mark each item OK, Fix or Replace. Take photos before any work starts and again when the unit is ready. From near.biz/apartment-make-ready-checklist/

Entry, Walls and Doors

Item	OK	Fix	Replace	Notes
Walls patched, sanded and painted; no nail holes or scuffs	☐	☐	☐	
Doors open, close and latch; stops and hinges tight	☐	☐	☐	
Locks rekeyed; every key and fob tested	☐	☐	☐	
Light switches and cover plates clean and uncracked	☐	☐	☐	
Baseboards and trim wiped and touched up	☐	☐	☐	

Kitchen

Item	OK	Fix	Replace	Notes
Stove burners, oven and range hood fan work	☐	☐	☐	
Fridge cools, freezer freezes, seals intact, ice maker off or working	☐	☐	☐	
Dishwasher runs a full cycle without leaks	☐	☐	☐	
Garbage disposal runs; no leaks under the sink	☐	☐	☐	
Faucet and sprayer: no drips, good pressure	☐	☐	☐	
Cabinet doors and drawers aligned; hardware tight	☐	☐	☐	
Countertops and backsplash: no chips, caulk intact	☐	☐	☐	
Outlets near the sink are GFCI and reset correctly	☐	☐	☐	

Bathrooms

Item	OK	Fix	Replace	Notes
Toilet flushes, refills and does not run; base is solid	☐	☐	☐	
Tub, shower and sink caulk and grout clean and sealed	☐	☐	☐	
Drains clear; stoppers work	☐	☐	☐	
Exhaust fan runs	☐	☐	☐	
Faucets and shower valve: no drips, hot water reaches tap	☐	☐	☐	
Mirror, towel bars and toilet paper holder secure	☐	☐	☐	
GFCI outlets test and reset	☐	☐	☐	

Bedrooms and Living Areas

Item	OK	Fix	Replace	Notes
Closet doors on track; rods and shelves secure	☐	☐	☐	
Windows open, close and lock; screens intact	☐	☐	☐	
Blinds work and are not bent	☐	☐	☐	
Ceiling fans and light fixtures work; bulbs replaced	☐	☐	☐	
Outlets work; no loose or warm cover plates	☐	☐	☐	

Floors

Item	OK	Fix	Replace	Notes
Carpet cleaned last, after all other trades	☐	☐	☐	
Hard floors: no lifting boards, cracked tiles or loose transitions	☐	☐	☐	
Stains, burns or pet damage noted with photos	☐	☐	☐	

Systems and Safety

Item	OK	Fix	Replace	Notes
Smoke alarms tested; batteries replaced	☐	☐	☐	
Carbon monoxide alarms tested (if fuel-burning appliances or attached garage)	☐	☐	☐	
HVAC filter replaced; heat and cooling both tested	☐	☐	☐	
Thermostat works and is set to a normal temperature	☐	☐	☐	
Water heater: no leaks or rust at the base	☐	☐	☐	
Fire extinguisher charged (if provided)	☐	☐	☐	
Pre-1978 home: lead paint disclosure ready	☐	☐	☐	

Exterior and Shared Areas

Item	OK	Fix	Replace	Notes
Entry light and doorbell work	☐	☐	☐	
Mailbox key collected and working	☐	☐	☐	
Garage door and opener work; remotes collected	☐	☐	☐	
Yard, patio and trash area cleared	☐	☐	☐	

Final Make-Ready Cleaning

Item	OK	Fix	Replace	Notes
Cabinets, drawers and closets wiped inside	☐	☐	☐	
Appliances cleaned inside and out	☐	☐	☐	
Windows, sills and tracks cleaned	☐	☐	☐	
Bathrooms deep cleaned and dry	☐	☐	☐	
Floors vacuumed and mopped last	☐	☐	☐	
No odors; trash removed	☐	☐	☐	
After photos taken of every room	☐	☐	☐	

Rent-ready sign-off: everything works, nothing leaks, every room is clean, every key is tested. Signature: _____ Date: _____