

Unit Turn Checklist

It is important to maintain your unit interiors, and it's also important to have a streamlined process for unit turns. While spring/summer are heavy leasing times, it's always good to be prepared with supplies on deck.

PAINT

The color of a room can often make or break the overall feeling and brightness of a space.

- **Choose** colors that your residents can easily design their spaces around
- **When** residents move out:
 - Closely examine walls
 - Repaint and patch holes if needed

FLOORING

Flooring is one of the most used materials in your units.

- **Keep** extra flooring on site for quick fixes
- **Partner** with a supplier that can assist you when you need to quickly replace flooring

CABINETS & APPLIANCES

There are times when you may need to replace cabinets and appliances in your units.

- **Consider** replacing cabinets and appliances if:
 - You are renovating part of the property
 - A resident broke something
- **Partner** with a supplier you can trust to get supplies for you when you need them most

PLUMBING

This is an area you should check regularly to avoid flooding.

- **Ensure** there are no leaks in any resident or common area kitchens, bathrooms, or laundry spaces

OUTDOOR ELEMENTS

Inspect and update items on the exterior of your property like outdoor furniture, plants, bike racks, and trash containers

FURNITURE

Even if you don't need furniture for unit turns, you may need to refurnish your leasing offices or common areas.

- **Replace** old blinds, wall clocks, and other small items in units and common areas
- **Partner** with a supplier that can provide furniture solutions that fit your needs

FIRE SAFETY & SECURITY

Resident safety should always be top of mind.

- **Check** your smoke alarm batteries often
- **Conduct** regular fire drills to make sure everything is in working order
- **Ensure** your staff know the plan if there is an emergency and what their job is
- **Partner** with a supplier that can keep your first aid kits stocked and ensure you are prepared for a fire

ELEVATORS

If your property has elevators, they probably get used quite a bit.

- **Keep** up with maintenance to ensure resident safety and satisfaction
- **Partner** with a supplier that can provide vertical transportation products and service and repair solutions

HVAC

Focus on interior HVAC maintenance and check coils, filters, pilots, and motors to ensure seamless operation.

- **Conduct** regular upkeep to prevent downtime and guarantee performance
- **Prioritize** checking and maintaining all breakers and cleaning dryer vents