Make Ready Checklist



Property

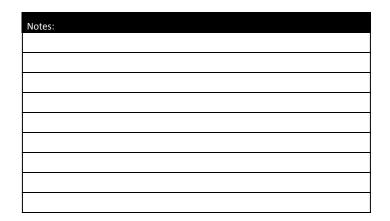
Entry Way	Yes/Ok	No/Fix	QTY	Initials
Lock set - rekeyed/key packet				
Door frame/Threshold/door bell				
Door/door stop/door hardware				
Peep hole				
Remove secondary locks/chains				
Wall switches/plates				
Receptacles/plates				
Lights				
Walls				
Ceiling				
Baseboard/covebase				
Vents/registers				
Do floors/carpet look good				

Living Room	Yes/Ok	No/Fix	QTY	Initials
Wall switches/plates				
Receptacles/plates				
Lights				
Walls				
Ceiling				
Baseboard/covebase				
Vents/registers				
Baseboard heat fins cleaned				
Baseboard covers attached				
Windows/window locks/screens				
Blinds functional/broken				
Any cracks around the windows				
Do floors/carpet look good				

Hallway	Yes/Ok	No/Fix	QTY	nitials
Wall switches/plates				
Receptacles/plates				
Lights				
Walls				
Ceiling				
Baseboard/covebase				
Vents/registers				
Smoke/CO Detector/check age - working CO2 on each level, 25' to gas appliance, 15' to bedroom, 10' from garage				
Thermostat				
Door/door stop/door hardware				

Kitchen	Yes/Ok	No/Fix	QTY	Initials
Wall switches/plates				
microwave/filter(s)/bulb(s)				
GFCI/plate				
Lights				
Walls				
Ceiling				
Baseboard/covebase				
Vents/registers				
Baseboard heat fins cleaned				
Baseboard covers attached				
Door/door stop/door hardware				
Windows/window locks/screens				
Blinds functional/broken				
Any cracks around the windows				
Cabinets/hinges/pulls				
Drawers/pulls/rollers/guide				
Counters				
Sink				
Faucet/aerator/sprayer				
Disposal/cable clamp/ring locked				
Any visible leaks with plumbing				
Dishwasher				
Refrigerator/water filter/bulbs				
Clean fridge coils				
Range/drip pans/oven bulb				
Hood range/filter/bulb(s)				
Microwave/filter(s)/bulb(s)				
Smoke/CO Detector/check age - working CO2 on each level, 25' to gas appliance, 15' to bedroom, 10' from garage				
Do floors/vinyl look good				

Technician:



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Garage	Yes/Ok	No/Fix	QTY	Initials
Lock set - rekeyed/key packet				
Door frame/Threshold				
Door/door stop/door hardware				
Lights				
Wall switches/plates				
Working opener(s)				
Reprogram keypad entry				

Primary Bedroom	Yes/Ok	No/Fix	QTY	Initials
Door/door stop/door hardware				
Wall switches/plates				
Receptacles/plates				
Lights/ceiling fan				
Walls				
Ceiling				
Smoke detector - age?				
Baseboard/covebase				
Vents/registers				
Baseboard heat fins cleaned				
Baseboard covers attached				
Windows/window locks/screens				
Blinds functional/broken				
Any cracks around the windows				
Do floors/carpet look good				

Primary Bath	Yes/Ok	No/Fix	QTY	Initials
Door/door stop/door hardware				
Wall switches/plates				
Receptacles/plates				
GFCI				
Lights				
Walls				
Ceiling				
Baseboard/covebase				
Vents/registers/exhaust fan				
Toilet function properly				
Toilet seat loose				
Tub/shower caulked				
Faucet(s) function properly				
All drains run free				

Half Bath	Yes/Ok	No/Fix	QTY	Initials
Door/door stop/door hardware				
Wall switches/plates				
Receptacles/plates				
GFCI				
Lights				
Walls				
Ceiling				
Baseboard/covebase				
Vents/registers/exhaust fan				
Toilet function properly				
Toilet seat loose				
Faucet(s) function properly				
All drains run free				
Any visible leaks with plumbing				
Are towel bars tight				

Technician:

Secondary bedroom	Yes/Ok	No/Fix	QTY	Initials
Door/door stop/door hardware				
Wall switches/plates				
Lights/ceiling fan				
Walls				
Ceiling				
Smoke detector - age?				
Baseboard/covebase				
Vents/registers				
Baseboard heat fins cleaned				
Baseboard covers attached				
Windows/window locks/screens				
Blinds functional/broken				
Any cracks around the windows				
Do floors/carpet look good				

Notes:

Any visible leaks with plumbing		
Are towel bars tight		
Do floors/carpet look good		

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Technician:

Secondary bedroom	Yes/Ok	No/Fix	QTY	Initials
Door/door stop/door hardware				
Wall switches/plates				
Receptacles/plates				
Lights/ceiling fan				
Walls				
Ceiling				
Baseboard/covebase				
Vents/registers				
Baseboard heat fins cleaned				
Baseboard covers attached				
Smoke detector - age?				
Windows/window locks/screens				
Blinds functional/broken				
Any cracks around the windows				
Do floors/carpet look good				

Secondary bedroom	Yes/Ok	No/Fix	QTY	Initials
Door/door stop/door hardware				
Wall switches/plates				
Receptacles/plates				
Lights/ceiling fan				
Walls				
Ceiling				
Smoke detector - age?				
Baseboard/covebase				
Vents/registers				
Baseboard heat fins cleaned				
Baseboard covers attached				
Windows/window locks/screens				
Blinds functional/broken				
Any cracks around the windows				
Do floors/carpet look good				

Basement	Yes/Ok	No/Fix	QTY	Initials
Wall switches/plates				
Receptacles/plates				

Hallway Bath	Yes/Ok	No/Fix	QTY	Initials
Door/door stop/door hardware				
Wall switches/plates				
Receptacles/plates				
GFCI				
Lights				
Walls				
Ceiling				
Baseboard/covebase				
Vents/registers/exhaust fan				
Toilet function properly				
Toilet seat loose				
Tub/shower caulked				
Faucet(s) function properly				
All drains run free				
Any visible leaks with plumbing				
Are towel bars tight				

Secondary bedroom	Yes/Ok	No/Fix	QTY	Initials
Door/door stop/door hardware				
Wall switches/plates				
Receptacles/plates				
Lights/ceiling fan				
Walls				
Ceiling				
Smoke detector - age?				
Baseboard/covebase				
Vents/registers				
Baseboard heat fins cleaned				
Baseboard covers attached				
Windows/window locks/screens				
Blinds functional/broken				
Any cracks around the windows				
Do floors/carpet look good				

Notes:	

Lights/ceiling fan		
Walls		
Door/door stop/door hardware		
Windows/window locks/screens		
Blinds functional/broken		
Any cracks around the windows		
Do floors/carpet look good		

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Miscellaneous	Yes/Ok	No/Fix	QTY	Initials
Wood Fire Place clean				
Gas Fireplace - working				
Gas Fireplace gas shut off key				
Water supply for washer leaking				
Washer/Dryer - properly connected				
Furnace filter replaced				
Handrails/Railings - secure				
Steps/stairs - broken or loose				
A/C - Swamp cooler work				

Exterior - when applicable	Yes/Ok	No/Fix	QTY	Initials
Gutters and down spouts in good condition				
Any missing splash blocks or down spout extensions				
Are gutters clogged				
Large trees needing to be trimmed from encroaching the house/roof line				

Notes:	
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