

Date:	Property #	Technician:
-------	------------	-------------

Entry Way	Yes/Ok	No/Fix	QTY	Initials	Kitchen	Yes/Ok	No/Fix	QTY	Initials
Lock set - rekeyed/key packet					Wall switches/plates				
Door frame/Threshold/door bell					microwave/filter(s)/bulb(s)				
Door/door stop/door hardware					GFCI/plate				
Peep hole					Lights				
Remove secondary locks/chains					Walls				
Wall switches/plates					Ceiling				
Receptacles/plates					Baseboard/covebase				
Lights					Vents/registers				
Walls					Baseboard heat fins cleaned				
Ceiling					Baseboard covers attached				
Baseboard/covebase					Door/door stop/door hardware				
Vents/registers					Windows/window locks/screens				
Do floors/carpet look good					Blinds functional/broken				
					Any cracks around the windows				
Living Room/Dining Room	Yes/Ok	No/Fix	QTY	Initials	Cabinets/hinges/pulls				
Wall switches/plates					Drawers/pulls/rollers/guide				
Receptacles/plates					Counters				
Lights					Sink				
Walls					Faucet/aerator/sprayer				
Ceiling					Disposal/cable clamp/ring locked - Use cleaning tablet				
Baseboard/covebase									
Vents/registers					Any visible leaks with plumbing				
Baseboard heat fins cleaned					Dishwasher - use cleaning tablet				
Baseboard covers attached					Refrigerator/water filter/bulbs				
Windows/window locks/screens					Clean fridge coils				
Blinds functional/broken					Range/drip pans/oven bulb				
Any cracks around the windows					Hood range/filter/bulb(s)				
Do floors/carpet look good					Microwave/filter(s)/bulb(s)				
Hallway	Yes/Ok	No/Fix	QTY	initals	Smoke/CO Detector/check age - working CO2 on each level, 25' to gas appliance, 15' to bedroom, 10' from garage door				
Wall switches/plates									
Receptacles/plates									
Lights					Do floors/vinyl look good				
Walls					Notes:				
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 door									
Thermostat									
Door/door stop/door hardware									

Make Ready Checklist



MOD
PROPERTIES

Date:		Property #			Technician:						
Garage		Yes/Ok	No/Fix	QTY	Initials	Half Bath		Yes/Ok	No/Fix	QTY	Initials
Lock set - rekeyed/key packet						Door/door stop/door hardware					
Door frame/Threshold						Wall switches/plates					
Door/door stop/door hardware						Receptacles/plates					
Lights						GFCI					
Wall switches/plates						Lights					
Working opener(s)						Walls					
Reprogram keypad entry						Ceiling					
Emergency or manual door locks						Baseboard/covebase					
Primary Bedroom		Yes/Ok	No/Fix	QTY	Initials	Vents/registers/exhaust fan					
Door/door stop/door hardware						Toilet function properly					
Wall switches/plates						Toilet seat loose					
Receptacles/plates						Faucet(s) function properly					
Lights/ceiling fan						All drains run free					
Walls						Any visible leaks with plumbing					
Ceiling						Are towel bars tight					
Smoke/CO Detector/check age - working CO2 on each level, 25' to gas appliance, 15' to bedroom, 10' from garage door											
						Secondary bedroom		Yes/Ok	No/Fix	QTY	Initials
Baseboard/covebase						Door/door stop/door hardware					
Vents/registers						Wall switches/plates					
Baseboard heat fins cleaned						Lights/ceiling fan					
Baseboard covers attached						Walls					
Windows/window locks/screens						Ceiling					
Blinds functional/broken						Smoke/CO Detector/check age - working CO2 on each level, 25' to gas appliance, 15' to bedroom, 10' from garage door					
Any cracks around the windows											
Do floors/carpet look good											
Primary Bath		Yes/Ok	No/Fix	QTY	Initials	Baseboard/covebase					
Door/door stop/door hardware						Vents/registers					
Wall switches/plates						Baseboard heat fins cleaned					
Receptacles/plates						Baseboard covers attached					
GFCI						Windows/window locks/screens					
Lights						Blinds functional/broken					
Walls						Any cracks around the windows					
Ceiling						Do floors/carpet look good					
Baseboard/covebase						Notes:					
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											
Do floors/carpet look good											

Make Ready Checklist



MOD
PROPERTIES

Date:		Property #				Technician:					
Secondary bedroom		Yes/Ok	No/Fix	QTY	Initials	Hallway Bath		Yes/Ok	No/Fix	QTY	Initials
Door/door stop/door hardware						Door/door stop/door hardware					
Wall switches/plates						Wall switches/plates					
Receptacles/plates						Receptacles/plates					
Lights/ceiling fan						GFCI					
Walls						Lights					
Ceiling						Walls					
Baseboard/covebase						Ceiling					
Vents/registers						Baseboard/covebase					
Baseboard heat fins cleaned						Vents/registers/exhaust fan					
Baseboard covers attached						Toilet function properly					
Smoke/CO Detector/check age - working CO2 on each level, 25' to gas appliance, 15' to bedroom, 10' from garage door						Toilet seat loose					
						Tub/shower caulked					
Windows/window locks/screens						Faucet(s) function properly					
Blinds functional/broken						All drains run free					
Any cracks around the windows						Any visible leaks with plumbing					
Do floors/carpet look good						Are towel bars tight					
Secondary bedroom		Yes/Ok	No/Fix	QTY	Initials						
Door/door stop/door hardware						Secondary bedroom		Yes/Ok	No/Fix	QTY	Initials
Wall switches/plates						Door/door stop/door hardware					
Receptacles/plates						Wall switches/plates					
Lights/ceiling fan						Receptacles/plates					
Walls						Lights/ceiling fan					
Ceiling						Walls					
Smoke/CO Detector/check age - working CO2 on each level, 25' to gas appliance, 15' to bedroom, 10' from garage door						Ceiling					
Baseboard/covebase						Smoke/CO Detector/check age - working CO2 on each level, 25' to gas appliance, 15' to bedroom, 10' from garage door					
Vents/registers						Baseboard/covebase					
Baseboard heat fins cleaned						Vents/registers					
Baseboard covers attached						Baseboard heat fins cleaned					
Windows/window locks/screens						Baseboard covers attached					
Blinds functional/broken						Windows/window locks/screens					
Any cracks around the windows						Blinds functional/broken					
Do floors/carpet look good						Any cracks around the windows					
Basement		Yes/Ok	No/Fix	QTY	Initials						
Wall switches/plates						Notes:					
Receptacles/plates											
Lights/ceiling fan											
Smoke/CO Detector/check age - working CO2 on each level, 25' to gas appliance, 15' to bedroom, 10' from garage door											
Door/door stop/door hardware											
Windows/window locks/screens											
Blinds functional/broken											
Any cracks around the windows											
Do floors/carpet look good											

Make Ready Checklist



MOD
PROPERTIES

Date:		Property #			Technician:	
Miscellaneous	Yes/Ok	No/Fix	QTY	Initials	Notes:	
Wood Fire Place clean						
Gas Fireplace - working						
Gas Fireplace gas shut off key						
Water supply for washer leaking						
Washer/Dryer - properly connected - use cleaning tablet						
Check the washing machine for mold/mildew						
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						
Clean gutters as needed						
Large trees needing to be trimmed from encroaching the house/roof line						
Trim overgrown shrubs as needed						
Mow, trim yard as needed.						