

Southmoor Make Ready Checklist

Apartment: _____ Tech: _____ Date Completed: _____

Circle all which need repair / check if OK or after repairs

Appliances

- _____ Refrigerator: seal, handles, racks, crisper, ice trays, light, fans, level, clean coils, cools, chips, replace
- _____ Range: burners, elements, switches, knobs, handles, racks, lights, clock/timer, drawer, self cleans, chips, replace, anti-tip device
- _____ Range hood: fan, light, switches, filter, replace
- _____ Dishwasher: timer, motor, drains, racks, silverware basket, seal, leaks, soap dish, handle secured, replace
- _____ Disposal: jammed, switch, splash guard, stopper, drain, clean out, replace, strainer, romex connector

Kitchen

- _____ Sink: drain tight, leaks, replace, hole cover
- _____ Faucet: handles, spout, o-ring, aerator, hot/cold stem, hot/cold cap, replace, hot shut off
- _____ Countertops: caulk, end caps, chips, scratches, replace
- _____ Cabinets/drawers: doors, handles, hinges, rollers, rails, replace
- _____ Tile: replace, repair, cove base, caulk
- _____ Closet: door, knob, latch, strike plate, hinges, trim, selves
- _____ Outlets/Switches/Covers:
- _____ Light/Ceiling Fan: fixture, shades, sockets, bulbs, pull switches, pull chains, replace
- _____ Fire caulk

Dining Room

- _____ Light/Ceiling Fan: pull switches, pull chains, shades, bulbs, blades, replace
- _____ Closet: door, knobs, pins, tracks, shelves, light, bulbs, tile, cove base
- _____ Outlets/Switches/Covers

Living Room

- _____ Window: blinds, sill, glass, screen, rollers, track
- _____ Fireplace: hearth, screen, logs, pilot assembly, gas valve, switch
- _____ Outlets/Switches/Covers

Entry

- _____ Door: deadbolt, knob, latch, strike plates, peephole, hinges, trim, doorstop, weatherstrip, letter, self-closes
- _____ Closet: doors, guides, track, frame, shelves
- _____ Tile: replace, repair, cove base, caulk
- _____ Porch light: fixture, bulb, globe, switch

Laundry

- _____ Washer: timer, motor, run cycles, leaks, drain, hose, lid, replace
- _____ Dryer: timer, selector switch, run cycle, dryer hose, door, lint trap
- _____ Door: knob, latch, strike plate, hinges, trim, doorstop

Utility

- _____ Furnace: filter, leak check, clean burners, chamber, check exchanger, pilot lit, burns properly
- _____ A/C: cools properly, evaporator clean, air vents, condensate hose
- _____ Water Heater: leaks, thermostat, element, test relief valve, conduit connector, T&P valve pipe
- _____ Light: bulb, pull string, fixture
- _____ Fire caulk
- _____ Breaker Panel: breakers, cover, filler
- _____ Door: knobs, hinges, latch, plates, pins, doorstop

Patio

- _____ Door: blinds, glass, knob, deadbolt, latch, strike plate, trim, doorstop
- _____ Balcony: planks, rails, spindles
- _____ Screen Door: screen, spline, spring, turnbuckle, hinges, latch, rollers, handle
- _____ Light: fixture, bulb, globe, switch

Hall

- _____ Closet: doors, hinges, knobs, latch, strike plate, pins, track, shelves, trim, doorstop
- _____ Light: fixture, bulb, globe, switch

- _____ Thermostat
- _____ Smoke Alarm: battery

Bedroom #1

- _____ Door: knob, latch, strike plate, hinges, trim, doorstop
- _____ Window: blinds, glass, sill, roller, track
- _____ Closet: door, knob, latch, strike plate, hinges, pins, track, shelves
- _____ Outlet/Switch/Covers
- _____ Light: fixture, bulb, pull string
- _____ Smoke alarm: battery

Bedroom #2

- _____ Door: knob, latch, strike plate, hinges, trim, doorstop
- _____ Window: blinds, glass, sill, roller, track
- _____ Closet: door, knob, latch, strike plate, hinges, pins, track, shelves
- _____ Outlet/Switch/Covers
- _____ Smoke alarm: battery

Bedroom #3

- _____ Door: knob, latch, strike plate, hinges, trim, doorstop
- _____ Window: blinds, glass, sill, roller, track
- _____ Closet: door, knob, latch, strike plate, hinges, pins, track, shelves
- _____ Outlet/Switch/Covers
- _____ Smoke alarm: battery

Bathroom #1

- _____ Tub: surround, tub guards, caulk, grout, handles, spout, hot/cold stem, hot/cold cap, diverter, diverter cap, shower head, shower rod/ends, drain, trip plate
- _____ Sink: stopper, drain, caulk, leaks, replace
- _____ Faucet: aerator, knobs, hot/cold stem, hot/cold cap, leaks, hot/cold shut off
- _____ Toilet: seat, tank lid, flapper, flush handle, seal, bowl, tank, bolts, caps, wax ring, caulk
- _____ Vanity: doors, drawers, rollers, rails
- _____ Door: knob, latch, strike plate, hinges, trim, doorstop
- _____ Exhaust Fan: motor, fan blade, grill
- _____ Tile: replace, repair, cove base, caulk
- _____ Switches/Outlets/Covers
- _____ Mirror/Medicine Cabinet: replace, mirror clips
- _____ Towel Bars: bar, ends
- _____ Lights: fixture, bulb, globe
- _____ Fire caulk

Bathroom #2

- _____ Tub: surround, tub guards, caulk, grout, handles, spout, hot/cold stem, hot/cold cap, diverter, diverter cap, shower head, shower rod/ends, drain, trip plate
- _____ Sink: stopper, drain, caulk, leaks, replace
- _____ Faucet: aerator, knobs, hot/cold stem, hot/cold cap, leaks, hot/cold shut off
- _____ Toilet: seat, tank lid, flapper, flush handle, seal, bowl, tank, bolts, caps, wax ring, caulk
- _____ Vanity: doors, drawers, rollers, rails
- _____ Door: knob, latch, strike plate, hinges, trim, doorstop
- _____ Exhaust Fan: motor, fan blade, grill
- _____ Tile: replace, repair, cove base, caulk
- _____ Switches/Outlets/Covers
- _____ Mirror/Medicine Cabinet: replace, mirror clips
- _____ Towel Bars: bar, ends
- _____ Lights: fixture, bulb, globe
- _____ Fire caulk

Vinyl:	Vinyl Plank	Partial	Full (L/R)	Color _____	Cond. _____				
Paint Entry door:	Done	Need							
Casing:	Done	Need							
Paint:	Done	T-Up	BN	Tornado	Whiskers				
Carpet:	Clean	Replace	?						
W/D:	Done	Need	Need Vented	None	NICKEL:	Need	Done		
Deck:	Done	Paint	T-UP	Rot					
Bi Fold Drs:	Metal	3" Louvers	1" Wood	None	W/D Dr Opening Size: _____				
Screen Door:	Done	Need	Has Storm Dr						
Digital T-stat:	Done	Need	Furnace/coil:	Original	New: Goodman	Other: _____			
Vents:	Done	Need							
Blinds:	Done	Need							
Cab:	Done	Old	Spice	Wheat	White	United	Handy	Pantry	
Cab. Pulls:	Done	Need	China		Other				
Chair Rail:	Done	None	D/R	L/R		Wainscotting			
Appliance:	Bisque	White	Black		Stainless	Artistry			
Backsplash:	Done	Need	None	Caramel	Other: _____				
Ice maker:	Done	Need	None						
Kit. Faucet:	Done	Need	China		Reg chrome	Seasons			
White Electric:	Done	Need	China		Reg				
Countertop:	Done	Need	Rum	Bisque	Carnival	Faux Granite	Bar Style		
6-Panel Drs:	Done	Need							
Closet Dr Panels:	Done	Need							
Return grill:	Done	Need							
Fans:	Master bed rm	2 nd Bed rm	3 rd Bed rm	L/R	None				
Vanity Top:	Done	Pepper Onyx	Capp Onyx	Newer white Marble	Need	Size: _____			
Vanity Base:	Done	Oak Wheat	White	Cherry/Other	Need: _____				
Tub Kit:	Done	Need	Kit	Tile Type _____	Caulkless Type _____	Trim: Nkl	Chrm		
Tub Res:	Done	Need		Original	New Metal	Acrylic			
Bath floor tile:	Done	Need	Vinyl plank	Porcelain	Reg Almond	Reg Wood			
Lighting:	Done	Need	Flushmount	Fan	Bath4	Bath3	Hall Light	LED New	
Toilet Style:	Done	Need	Round	Elongated					
Mirror:	Black frame	Nickel frame	Reg	Need Blk	Need Nickel				
Bath Faucet:	Done	Need	China/Seasons	Reg chrome	Reg nickel				
Bath Vent:	Done	Need	Chrome	White					
Nickel Access:	Done	Need	Reg	China					
FP Brick:	Red brick	removed	Painted	Need Painted	Done				

Fire Extinguisher:	Done	Need
Plunger:	Done	Need

Regerator:	Model:_____	Serial:_____
Range:	Model:_____	Serial:_____
Dishwasher:	Model:_____	Serial:_____
Microwave:	Model:_____	Serial:_____
Washer:	Model:_____	Serial:_____
Dryer:	Model:_____	Serial:_____