Unit Make Ready Sheet

Property Address _____ Apt Number _____
Move In Date _____ Inspected By _____
Date Of Completions _____

Entrance

Item	Passes Inspection	Comments – Work Orders/ Parts/ Follow up needed
Doors		
Lock Changed		
Keys/Board		
Mailbox Keys Changed		
Outside Lights		
Deadbolts/secondary locks		
Charlie Bars		
Sprinklers		
Other:		
Other:		

Living And Dining Room

Item	Passes Inspection	Comments – Work Orders/ Parts/ Follow up needed
Carpet/Floors		
Walls		
Ceilings		
Doors/Tracks/Screens Locks		
Drapes/Rods		
Ceiling Fans		
Light (s)		
Windows/Tracking/ Security Locks		

Patio/Balcony/Door

Item	Passes Inspection	Comments – Work Orders/ Parts/ Follow up needed
Railings/Fence		
Floor		
Outside Lights		
Entrance Door Painted/Exterior		
Outside Closets		
Patio Door/Screen		
Other:		

Kitchen

Item	Passes Inspection	Comments – Work Orders/ Parts/ Follow up needed
Stove/Drawer		
Burners		
Drip Pan		
Oven Door		
Racks		
Oven Liner		
Refrigerator/Rack/ Condensate Plate		
Light		
Crisper		
Thermostat		
Racks		
Dishwasher/Operating/ Leaking		
Basket		
Racks		
Wheels		
Sink/Stopper/Leaking		
Washer		
O-Rings		
Seats		
Sprayer		
Strainer		
Aerator		
Disposal/Leaking		

Kitchen Continued

Item	Passes Inspection	Comments – Work Orders/ Parts/ Follow up needed
Moisture Anywhere		
Range/Hood/Filter/Fan		
Walls		
Ceilings		
Floor/Tile		
Cabinets/Counter		
Lighting/Outlets/ Switchplates/GFI's		
HVAC Vents		
Windows/Screens/ Locks/Pins		
Drawers		
Other:		
Other:		

Bedroom 1

Item	Passes Inspection	Comments – Work Orders/ Parts/ Follow up needed
Walls		
Ceilings		
Carpets/Floors		
Doors/Stops		
Windows/Locks/ Screens/Pins		
Drapes/Rods		
Lighting/Outlets		
Closets/Doors		
A/C / Vents		
Other:		
Other:		

Bedroom 2

Item	Passes Inspection	Comments – Work Orders/ Parts/ Follow up needed
Walls		
Ceilings		
Carpets/Floors		
Doors/Stops		
Windows/Locks/ Screens/Pins		
Drapes/Rods		
Lighting/Outlets		
Closets/Doors		
A/C / Vents		
Other:		
Other:		

Bedroom 3

Item	Passes Inspection	Comments – Work Orders/ Parts/ Follow up needed
Walls		
Ceilings		
Carpets/Floors		
Doors/Stops		
Windows/Locks/ Screens/Pins		
Drapes/Rods		
Lighting/Outlets		
Closets/Doors		
A/C / Vents		
Other:		
Other:		

Hallways

Item	Passes Inspection	Comments – Work Orders/ Parts/ Follow up needed
Air Handler		
Air Filter/Sticker		
Fire Extinguisher		
Smoke Alarm		
Ceilings		
Walls		
Carpet/Floors		
Closet/Doors		
Lighting/Outlets		
Other:		
Other:		

Bathroom 1

Item	Passes Inspection	Comments – Work Orders/ Parts/ Follow up needed
Walls		
Ceiling		
Floor/Tiles		
Bath Tile/Grout		
Shower/Tub		
Toilette/Seat		
Check Plumbing/ Stopper		
Vent Fan		
Cabinet/Counter		
Sink		
Doors/Stops		
Lighting/Outlets/GFI's		
Med Cab/Mirrors		
Towel Bars/Shower Rods		
Heater		
Mold/Mildew		
Fans		
Leaks		
Other		

Bathroom 2

Item	Passes Inspection	Comments – Work Orders/ Parts/ Follow up needed
Walls		
Ceiling		
Floor/Tiles		
Bath Tile/Grout		
Shower/Tub		
Toilette/Seat		
Check Plumbing/ Stopper		
Vent Fan		
Cabinet/Counter		
Sink		
Doors/Stops		
Lighting/Outlets/GFI's		
Med Cab/Mirrors		
Towel Bars/Shower Rods		
Heater		
Mold/Mildew		
Fans		
Leaks		
Other		