

Blue Sage Realty

Make Ready Checklist

Date: _____

Property Address: _____

Tenant Responsibilities:

OK	ToDo	Done	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Wood floors _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Carpets (cleaning) _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Kitchen and bath floors _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Walls, baseboards, ceilings and built-in shelves _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Kitchen cabinets, countertops and sink, stove & oven, inside and out.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	---- Clean refrigerator _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Bathtubs, showers, toilets and plumbing fixtures _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Doors, windows and window coverings _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Exterior: Tools, toys, debris, trash and garbage. Mow lawn
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Personal items _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Burnt light bulbs _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Paint walls _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Carpets (damage) _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Furnace filter _____ SIZE _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Other _____

Owner Responsibilities:

OK	ToDo	Done	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- All doors should have doorstops or not potentially damage the walls
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- All doors and windows should latch securely _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Sliding glass doors should have a stick or bar in addition to latch
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Change exterior locks, prior to move in
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Check smoke & CO detectors for each level of living space _____ Condos in Westminster require extra detectors for all bedrooms.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Caulk bathtubs, showers and countertops _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Check for drips: under sinks, tubs, showers, faucets (inside and out).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Check toilets. They shouldn't run and should be secure _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Watering and mowing while vacant _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- At least one garage remote for each automatic garage door _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Need Painting? _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Carpet need replacing or repair? _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Tools to water the landscaping available? _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Other items _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Dust/clean light fixtures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Clean cupboards and shelves
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Dust ceilings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Dust/wipe down blinds and window sills
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---- Clean windows inside and out.

Comments: _____