

JENSEN PROPERTIES - MAKE READY CHECKLIST

Property: _____ Unit # _____ Move Out Date _____

| KITCHEN | | DINING ROOM | | LIVING ROOM | | 1 | 2 | BATHROOM | | 1 | 2 | 3 | BEDROOM | |
|--------------------|--|---------------|--|---------------|--|---|---|--------------------|--|---|---|---|----------------|--|
| Diswasher | | Window/Lock | | Window/Lock | | | | Mirror(s) | | | | | Window/Lock | |
| Moisture Ck DW | | Screen/Frame | | Screen/Frame | | | | Sink Faucet | | | | | Screen/Frame | |
| Disposal | | Blinds/Drapes | | Blinds/Drapes | | | | Sink Seal | | | | | Blinds/Drapes | |
| Stove Elements | | Pantry Doors | | Elec. Outlets | | | | Sink Basin | | | | | Elec. Outlets | |
| Drip Pans | | Pantry Hinge | | Outlet Covers | | | | Moisture Ck Sink | | | | | Outlet Covers | |
| Oven | | Ceiling Fan | | Switch Covers | | | | Angle Stop(s) | | | | | Switch Covers | |
| Oven Racks/Light | | Lights/Bulbs | | Cable Outlet | | | | Supply Line(s) | | | | | Closet Doors | |
| Oven Gasket | | Elec. Outlets | | Thermostat | | | | Cabinet Doors | | | | | Closet Guides | |
| Exhaust Fan | | Outlet Covers | | A/C | | | | Hinges | | | | | Closet Shelves | |
| Hood Filter(s) | | Switch Covers | | A/C Filter | | | | Vanity Drawers | | | | | Door Knob/Lock | |
| Refrigerator | | Baseboard | | Heater | | | | Lights/Bulbs | | | | | Door Stopper | |
| Fridge Gasket | | Flooring | | Door Bell | | | | Elec. Outlets | | | | | A/C | |
| Cabinets/Cupboards | | | | Front Door | | | | Outlet Covers | | | | | A/C Filter | |
| Hinges | | | | Door Stopper | | | | Switch Covers | | | | | Heater | |
| Counter Tops | | | | Passage Knob | | | | Baseboard | | | | | Baseboard | |
| Bread Board | | | | Deadbolt Lock | | | | Flooring | | | | | Flooring | |
| Elec. Outlets | | | | Baseboard | | | | Toilet/Seat | | | | | Lights/Bulbs | |
| Outlet Covers | | | | Flooring | | | | Moisture Ck Toilet | | | | | | |
| Switch Covers | | | | Lights/Bulbs | | | | Fill Valve/Flap | | | | | | |
| Appliance Bulbs | | | | | | | | Angle Stop | | | | | | |
| Sink Faucet | | | | | | | | Supply Line | | | | | | |
| Sink Seal | | | | | | | | TP Holder | | | | | | |
| Sink Basin | | | | | | | | Towel Rack(s) | | | | | | |
| Board Under Sink | | | | | | | | Shower Arm | | | | | | |
| Moisture Ck Sink | | | | | | | | Shower Flange | | | | | | |
| Angle Stop(s) | | | | | | | | Shower Head | | | | | | |
| Supply Lines | | | | | | | | Shower Rod | | | | | | |
| Microwave | | | | | | | | Rod Cover | | | | | | |
| Baseboard | | | | | | | | Tub/Shower | | | | | | |
| Flooring | | | | | | | | Tub Spout | | | | | | |
| Lights/Bulbs | | | | | | | | Drain Stopper | | | | | | |
| | | | | | | | | Tub Caulk | | | | | | |
| | | | | | | | | Moisture Ck Tub | | | | | | |
| | | | | | | | | Door Lock | | | | | | |
| | | | | | | | | Medicine Cabinet | | | | | | |
| | | | | | | | | Exhaust Fan | | | | | | |
| | | | | | | | | Windows/Locks | | | | | | |

| EVERY TURN | |
|--------------------------|--|
| Change locks (rekey) | |
| Snake all drains | |
| Clean dishwasher line | |
| Clean AC condensate line | |
| Change AC filter | |

| Other | |
|-------|--|
| | |
| | |
| | |
| | |

| KEY | |
|----------------------------|--|
| X - Working Condition | |
| R - Repaired / Changed Out | |
| N - Needs to Be Replaced | |
| NA - Not applicable | |

| | | |
|--------------------------------------|----------|-------------|
| Carpet Replaced | Yes / No | Date: _____ |
| Vinyl Replaced | Yes / No | Date: _____ |
| Paint Scheduled | Yes / No | Date: _____ |
| Date Deadbolt/Mailbox Changed: _____ | | |

Make Ready Completed by: _____ Date Completed: _____

Notes: