

Before Your Next Unit Turn

Seven details to gather before requesting make-ready work.

☐ **1. Identify the unit and decision-maker**

Record the property, city, unit reference, approximate size, approval contact and backup coordinator.

☐ **2. Document the condition**

Walk room by room. Take dated overview and detail photos. Separate confirmed work from items needing assessment.

☐ **3. Define the scope**

List rooms, surfaces and services. Specify paint areas and finishes, cleaning inclusions, and belongings approved for removal. Record exclusions.

☐ **4. Confirm access and building conditions**

Note parking, stairs, elevator arrangements, permitted work hours and utility needs. Share entry credentials through an agreed secure channel.

☐ **5. Assign materials and other vendors**

Identify who supplies paint and parts, approves substitutions and coordinates specialist or separate vendor work.

☐ **6. Separate the target from the confirmed schedule**

Record the requested date, then confirm the schedule after scope, access, condition and materials are reviewed. Track dependencies.

☐ **7. Agree on approvals and handback**

Confirm inclusions, exclusions and assumptions in writing. Name the change approver and final reviewer; record remaining items by location.

Before work starts: share one agreed scope with everyone responsible for the assignment.

General planning guidance. Follow your property policies and obtain qualified advice where needed.

Your Turnover Brief

Use this page to prepare the conversation. A requested date is not a confirmed booking.

Property / city / unit reference

Size and current condition

Services, rooms and surfaces included

Photos supplied / items needing assessment

Approved removals / items that must stay

Access arrangements / building restrictions

Materials / other vendors / dependencies

Requested date / confirmed schedule

Approval contact / final reviewer

Exclusions / assumptions / approved changes

Do not place access codes, tenant personal information or payment details on this worksheet.

Explore the full guide: vacancyservices.com/apartment-turnovers

Discuss a scope: service@vacancyservices.com | 253-417-4977

FREE PLANNING WORKSHEET | Keep with your work order