Tru-Serve™
Personalized Maintenance Professionals

APARTMENTS TURNOVER MAINTENANCE INSPECTION

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APARTMENTS TURNOVER MAINTENANCE INSPECTION

(763) 208-7851 | phone
(763)208-7861| fax

BUILDING ADRESS: _____

_____

UNIT #: _____

INSPECTED BY: _____

_____

DATE: _____

Notes: _____

_____
_____
_____
_____
_____
_____
_____
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_____

UNIT EXTERIOR	
Entry Door	
Locks	
Frame	
Deck Surfaces	
Screen Doors	
INTERIOR ENTRY	
Door Surfaces	
Closets	
Windows	
Baseboards	
Walls & Ceilings	
Flooring	
Carpet	
Fire Alarms	
CO Detector	
LIVING ROOM	
Door Surfaces/ Entry	
Ceiling fan	
Lights	
Baseboards	
Walls & Ceilings	
Outlets/switches secure	
Carpet	
Latches and tube balance	
Shelving	

BATHROOM #1	
Sinks / Aerator	
Bathtub & Shower	
Plumbing / Leaking	
Toilet seat	
Medicine Cabinets	
Latches	
Exhaust fans	
MASTER BATHROOM	
Sinks / Aerator	
Bathtub & Shower	
Plumbing / Leaking	
Toilet seat	
Medicine Cabinets	
Latches	
Exhaust fans	
1/2 BATHROOM	
Exhaust fans	
Lights	
Outlets/switches GFI	
Toilet seat	
Towel bars and caulking	
Water leaks / Aerator	
Exhaust fans	

**** Mark O for OK***
**** Mark R for repair***

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Notes:

KITCHEN	
Inside all cabinets	
Sink	
Disposal	
Inside all Cabinets	
Sink / Plumbing	
Stove Filter / Fridge Coils	
Flooring	
Walls & Ceilings	
Range Hood Full Function	
Mod # Stove	
Mod # Fridge	
Counter Top / Caulking	
Lights	
GFCI/Outlets/Switches	
BEDROOM #1	
Walls & Ceilings	
Doors	
Latches / Window Balance	
Carpet	
Shelves	
Outlets/Switches/Lights	
BEDROOM#2	
Walls & Ceilings	
Doors	
Latches / Window Balance	

BEDROOM #2	
Carpet	
Shelves	
Outlets/Switches/Lights	
BEDROOM #3	
Walls & Ceilings	
Doors	
Latches / Window Balance	
Carpet	
Shelves	
Outlets/Switches/Lights	
HVAC / BASEBOARD / WALL A/C	
Pull wall A/C and Clean	
Baseboards Caulked / Secure	
Thermostat	
Coils Are Clean	
Condenser Fan Motor Balanced	
Furnace Clean and Operational	
Check Baseboard Zone Valves	
Nothing Blocking Vents / Air Return	
Filters	
Area Clear of All Debris	

**** Mark O for OK***
**** Mark R for repair***