

Rental turnover checklist

Print this before the first walkthrough. Work down the list in order, room by room, and keep the checked copy with the photos and the invoice.

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Roundhouse Maintenance Group, <https://roundhousegroup.ca/resources/rental-turnover-checklist/>

Before work starts

- Confirm the move-out date, the move-in date and the gap between them.
 - Collect all keys, fobs and garage or parking remotes.
 - Photograph every room's starting condition, including cupboards and closets.
 - Book any condo elevator or loading dock window the work will need.
 - Separate repairs the owner must approve from optional upgrades.
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Kitchen

- Test every appliance: fridge, stove, range hood, dishwasher and microwave.
 - Check cupboard doors, drawer slides and hardware.
 - Check the sink, faucet and shut offs for leaks.
 - Note counter, backsplash and floor damage beyond normal wear.
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Bathrooms

- Test the toilet, tub or shower, and every faucet for leaks and drainage.
 - Check caulking and grout around the tub, shower and sink.
 - Check the exhaust fan.
 - Note tile, vanity and mirror condition.
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Bedrooms and living areas

- Check every window, screen and lock.

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- Check closet doors, rods and shelving.
 - Test light switches, outlets and any ceiling fixtures.
 - Note flooring and wall condition, room by room.
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Doors, locks and safety

- Rekey or reprogram locks between tenancies.
 - Test smoke and carbon monoxide alarms and replace batteries.
 - Check the thermostat and confirm heating and cooling both run.
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Repairs, paint and deliveries

- Complete repairs before painting starts.
 - Paint the agreed areas and allow full drying time before the next trade.
 - Time appliance deliveries around access and any work still underway.
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Final clean and handover

- Clean only after repairs, painting and deliveries are finished.
- Walk the full scope again against this list.
- Record any incomplete item with a responsible person and a date.
- Take final photos of every room before the keys change hands.

For the order these steps run in, see the rental turnover guide or rental turnovers in Toronto.