



Beaumont Property Management

61 Logan Lane
Monterey, California 93940
831-643-2328

Projected Vacancy Date: _____

Address _____ Account # _____

PROPERTY TURNOVER CHECKLIST

Turnover from: _____ to _____

Procedure: The Property Manager is responsible for completing this form. Check off () all tasks accomplished and insert initials of person who performed task (). Support staff will respond to requests for assistance. A blank space indicates that a task was not done: a line () in the space indicates that it was not necessary to accomplish this task. The completed form will be filed in the Residents portion of the property file folder.

Check Initials ☐ ☐ ☐

Description of Task or Event

- _____ Vacancy/Availability is made known by Owner ____ Resident ____ PM ____.
- _____ Owner contacted on _____ to review future direction.
- _____ Establish or update property file folder and software data base.
- _____ Check for/obtain Owner Insurance Policy declarations page _____, keys _____.
- _____ Property inspected on _____.
- _____ Take marketing photograph and other photos as desired.
- _____ Measure property to know or confirm square footage: Floor plan is optional.
- _____ Placed _____ sign (s) on property on _____:
- _____ Property entered/updated in Web Site on _____ & Voice Mail on _____.
- _____ Newspaper ad started for 30-day run on _____ for \$ _____.
- _____ Showing schedule confirmed with departing Residents ____ Owner ____ PM ____.
- _____ Insure utilities continue in Owner ____ Company ____ or New Resident name ____:
- _____ Elect _____, Gas _____, Water _____.
- _____ Schedule Interior Painting ____ Repairs ____ Exterior Painting ____
- ☐ General Interior Cleaning ____ Carpet Cleaning ____ Yard Work ____.
- _____ Other Projects: _____.
- _____ Process applications as received: offered to best qualified on _____.
- _____ Negotiate terms and conditions: contract drafted on _____.
- _____ Contract explained and executed on _____.
- _____ New Resident entered in data base on _____.
- _____ New Resident placed in possession on _____.
- _____ Cancel marketing: Web Site ____, Voice Mail ____, Newspaper Ads ____.
- _____ Signs recovered on _____.
- _____ Verify resident assumption of utilities: Water ____, Electricity ____, Gas ____.
- _____ Finalized the Move-In Inspection Report with resident on _____.
- _____ Copy of executed contract sent to Owner on _____.
- _____ Clear former Resident: Statement of credits & expenses prepared _____.
- _____ Statement with invoice ____ or payment ____ sent on _____.
- _____ Other actions: _____.
- _____ Other actions: _____.