Maryland Make-Ready Turnover Checklist

General template, not legal advice. Have a Maryland attorney review before use. Last reviewed October 29, 2026.

The goal is a unit that is safe, clean and ready to rent in as few vacant days as possible. Work runs in a set order so trades do not undo each other: repairs first, then paint, then floors, then cleaning last.

Property address and unit _____

Move-out date _____

Target ready date _____

Next move-in date (if leased) _____

Turnover budget _____

Coordinator _____

Day 0 to 1: Inspect and scope

- ☐ Collect keys and remotes. Note meter readings and move utilities into the owner's name.
- ☐ Do the move-out inspection with photos, comparing against move-in.
- ☐ List every repair, replacement and cleaning task with a cost estimate.
- ☐ Separate tenant charges from owner costs for the deposit statement.
- ☐ Order long lead items such as appliances, countertops or flooring.

Day 1 to 2: Schedule vendors

- ☐ Book trades in order: handyman and repairs, painter, flooring, cleaner.
- ☐ Confirm access, lockbox code and parking for each vendor.
- ☐ Create a work order for each job with a due date.

Repairs

- ☐ Patch walls and fix doors, hardware and blinds.
- ☐ Fix leaks, running toilets and slow drains. Recaulk tubs and sinks.
- ☐ Repair or replace damaged appliances.
- ☐ Replace HVAC filter and service the system if due.
- ☐ Fix screens, windows and locks.
- ☐ Rekey or change locks.

Paint and floors

- ☐ Touch up or repaint using the property's standard colors (record color codes below).
- ☐ Repair or replace flooring as scoped.
- ☐ Steam clean carpets after painting is finished.

Safety and code

- ☐ Test smoke and carbon monoxide alarms. Replace units past their expiry date.
- ☐ Check GFCI outlets in kitchen, bath and exterior.
- ☐ Check stair rails, window locks and egress windows.
- ☐ Confirm the water heater is set to a safe temperature.
- ☐ Treat for pests if there were any signs.

Final clean

- ☐ Appliances cleaned inside and out.
- ☐ Cabinets, drawers and counters wiped.
- ☐ Bathrooms cleaned and sanitized.
- ☐ Windows, sills and tracks cleaned.
- ☐ Floors vacuumed and mopped.
- ☐ Light bulbs replaced and fixtures cleaned.
- ☐ Trash removed from unit and grounds.

Ready to rent

- ☐ Final walk by the coordinator, with every work order closed.
- ☐ Fresh listing photos taken.
- ☐ Listing updated with the available date and rent.
- ☐ Move-in packet ready: keys, welcome letter, move-in checklist, required disclosures.

Paint and finish record

Wall color and code _____

Trim color and code _____

Flooring type and product _____

Appliance models _____

Cost tracker

Task	Vendor	Scheduled	Done	Cost	Charge to tenant (yes or no)
Repairs					
Paint					
Flooring					
Cleaning					

Task	Vendor	Scheduled	Done	Cost	Charge to tenant (yes or no)
Appliances					
Locks					
Other					
Total					

Days vacant _____

Total cost _____

Ready date achieved _____

Signed off by _____

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