# Nevada Make-Ready Turnover Checklist

General template, not legal advice. Have a Nevada 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 _____

General template, not legal advice. Have a Nevada attorney review before use.