Avalon
Property Care and Management

Paradise, NL
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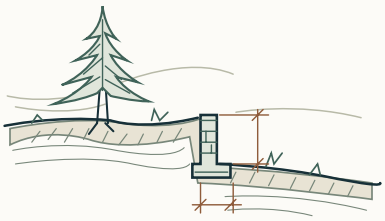
FIELD OPERATIONS / BLANK TEMPLATE

Rental turnover checklist



Confirm a unit’s readiness between occupants and identify anything holding up handover.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon field or office staff

Record the condition of rooms and fixtures within the agreed turnover scope. Identify defects for the manager to review.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit date *

Visit or work-order reference
Use the reference on the schedule or job sheet.

Agreed handover window *

Rooms and appliance cleaning *
Completed / Partly completed / Deferred / Outside this visit’s scope

Authorized contents and refuse removal *
Completed / Partly completed / Deferred / Outside this visit’s scope

Visible fixture and finish observations *
Completed / Partly completed / Deferred / Outside this visit’s scope

Key count and manager handover *
Completed / Partly completed / Deferred / Outside this visit’s scope

Condition at departure *

Ready for the next use / Usable with a follow-up / Access restricted pending review

Exceptions and next steps *

For partial or deferred work, name the area, reason and next action. Enter “None” if all agreed tasks were completed.

Attestation

I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date