



Having a turn over check list is the easiest way to be sure your home is always ready for the next tenant! Below is a thorough check list supplied to our office by cleaning professionals.

Kitchen

- Clean small countertop appliances, cabinets, table and chairs.
- Clean, scrub, and sanitize sinks, countertops, and backsplashes.
- Clean range top and wipe out inside of oven.
- Clean large appliance exteriors, as well as inside of refrigerator and microwave oven.
- Sweep and mop floor.
- Empty dishwasher, be sure cabinets are organized.
- Restock auto dish detergent, liquid dish soap, paper towels, and trash bags.
- Put out 2 clean dish towels, and new dish sponge/rag.

Living Room

- Vacuum Furniture, including under seat cushions.
- Dust window sills and ledges.
- Dust furniture, blinds, picture frames, knickknacks, ceiling fans and lamps.
- Vacuum carpets/floor. Mop hardwood floors.
- Be sure sofa bed has been stripped of linens (if applicable).
- Wash windows as well as sliding glass doors.
- Empty and clean wastebaskets.
- Arrange pillows/throw blankets.

Bedrooms

- Change sheets (if supplying). Make bed.

- Vacuum floor, under beds, and inside closets as well.
- Check closets, and drawers for any personal belongings that may have been left behind.
- Dust furniture, and lightbulbs on bedside lamps.
- Clean windows, and mirrors.
- Be sure all lights are in working order.
- Launder quilts, and comforters after every 10 rentals, or as needed.

Bathrooms

- Clean, scrub, and sanitize showers, bathtubs, vanity, sinks and backsplashes.
- Clean mirrors and any shower doors.
- Clean and sanitize toilets, as well as base of toilets.
- Polish chrome.
- Wash floors and tile walls.
- Empty wastebasket.
- Replenish liquid hand soap.
- If supplying linens, 2 hand towels, 4 wash cloths, 2 bath towels per guest, and 1 shower mat.

Other Areas

- Be sure washer and dryer are empty, clean lint trap.
- Check all lights are in working order.
- Change furnace filter every 3 months.
- Clean grill, check tank levels.

Notify our office IMMEDIATELY if you notice any damages, missing items, or if the home was left excessively dirty. Taking photos, and correct notes are extremely helpful.