

Vacant unit check sheet

Print the sheet, log every visit and work down the list each time you walk the unit. The dated record answers questions from a landlord, an insurer or an incoming tenant.

Visit log columns

- ☐ Date of the visit
- ☐ Who attended
- ☐ What was found, room by room
- ☐ Photos taken (file names or count)
- ☐ Action needed and who was told

Doors and locks

- ☐ Every external door locks and latches properly
- ☐ Closers and exit devices still work
- ☐ Frames, strikes and cylinders show no new marks
- ☐ Keys known to be out: agents, contractors, cleaner
- ☐ Any lock or keypad the old tenant added

Glass and frontage

- ☐ Glazing checked for chips and cracks
- ☐ Papered glass looks deliberate, not abandoned
- ☐ Exterior lighting on its timer or photocell
- ☐ Post and flyers cleared from the door
- ☐ Nothing dumped against the building

Water, air and ceilings

- ☐ Ceilings checked for new stains and lifted tiles
- ☐ Floors checked for water, walls for cracking
- ☐ Water poured down every drain to refill the traps
- ☐ Air conditioning running at the setting left
- ☐ Any musty or sewage smell noted by room
- ☐ Pest entry points and droppings at the perimeter

Before reopening or relet

- ☐ Photograph the unit empty before any making good
- ☐ Rekey after the old tenant has gone, before anyone else enters
- ☐ Revoke their cards and change shared alarm codes
- ☐ Walk it with everything off, then run every tap and flush
- ☐ Test emergency lights, run the walk-in empty first
- ☐ Agree in writing who pays for rekey and making good