						Owner to	Tenant Transition Checklist						
						Movo in r	oody data:						
Property Address: City/State/Zip								Move in ready date: Owners last day:					
Own	ers l	Name						Owners	ast day.				
		Phone						Who	vill complet	te work?			
								Who will complete work?					
Item cor by:	mpleted	Items	ок	Needs Repair	Estimated Hrs Labor	Est. Parts Cost	Details	Owner	Make Ready	Other provider	Work due date	Verified by: Initials/Date	
		Required											
Owner	Tenant												
		All trash/personal items removed											
		Landscaping brought to											
		standards Professional					Recommended to be completed by trained associates of 1836						
		"make ready" cleaning					THC or by GAIA Clean Works of Austin. Normal range of cost \$130-\$220.						
		Carpet cleaning					1836 PM normally schedules this last in the make ready						
		w/enzyme if needed					process. Costs can run from \$120-\$240 depending on size and level of dirt.						
		Rekey and update of locks					Highly recommend to be done on move in day to avoid						
		required All smoke					multiple charges						
		detectors working					Repairs can be done by owner or 1836 THC however						
	I	and in place					verification to be done on move in day by locksmith.		1836				
Exterio	or							Owner	Make Ready	Other provider	Work due date	Verified by: Initials/Date	
		Yard repairs											
		Flowerbeds											
		Shrubs/Trees											
		Lighting:											
		Grounds/Attached											
		Paint											
		Roof											
		Fence & Gates											
		Siding/Panel											
		Garage Door											
		Garage/Parking											
		Area											
		Sprinkler System											
		Sheds											
		Doorbell											
		Water shutoffs											
		accessible Other notes:											
									1836 Make	Other	Work due	Verified by:	
Interio	r 							Owner	Ready	provider	date	Initials/Date	
		Skylight/WIndows											
		Paint											
		Walls											
		Ceiling											
		Flooring: Carpet & Tile Repairs											
		Lighting:Matching & Functioning											
		& Functioning											
	L	Light Bulbs											
		Fans											
				1									
		Doors											
		Door Knobs											
		Door stops											
		Outlet/switch											
		covers											
		Other							4000				
									1836 Make	Other	Work due	Verified by:	
Hardw	are	1						Owner	Ready	provider	date	Initials/Date	
		Kitchen Cabinets											

	1											
		Facuets										
		Countertops										
		Fixtures										
		Security Devices: Locks,Pin Lock,										
		Locks,Pin Lock, Viewing										
		viewing										
		Plumbing										
		Other						1836				
Curata	Systems and Miss							Make	Other	Work due	Verified by: Initials/Date	
Systems and Misc.						Owner	Ready	provider	date	Initials/Date		
		AC or Heat functioning properly										
		Water Heater										
		Additional Trash Removal										
		Appliances functioning										
		Appliances present										
		Water Softner filled and working										
		Propane Tank full										
		Keys # in hand										
		Remotes Type/Number										
		0#										
	-	Other						1836				
Additi	Additional Mtx Items						Owner	Make Ready	Other provider	Work due date	Verified by: Initials/Date	
Deferred Mtx		Items										
Note	s											