



Beaumont Property Management

61 Logan Lane
Monterey, California 93940
831-643-2328

Property Turnover Checklist

3 March 2015

Projected Vacancy Date: _____

Address: _____ Account # _____

Turnover from: _____ to _____

Procedure: The Property Manager is responsible for completing this form. Check off () all tasks accomplished and insert initials of person who performed task (). Support staff will respond to requests for assistance. A blank space indicates that a task was not done: a line () in the space indicates that it was not necessary to accomplish this task. The completed form will be filed in the new Residents portion of the property file folder.

Table with 3 columns: Check, Initials, and Description of Task or Event. The table lists 30 tasks for property turnover, such as 'Vacancy/Availability is made known by Owner', 'Owner contacted on', 'Establish or update property file folder', etc.