RRC FIELD FORMS · FORM A

Make-Ready / Turnover Walkthrough

Room-by-room punch list for realtors, property managers and owners

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PREPARED FOR / CLIENT

JOB REF. / FORM NO.

PROPERTY / ADDRESS

UNIT / SUITE

WALKTHROUGH DATE / TIME

WALKTHROUGH BY

CLIENT / MANAGER

TYPE ☐ Pre-listing ☐ Turnover ☐ Final walkthrough

ACCESS LIMITS / ROOMS NOT CHECKED

PHOTO FOLDER / LINK

HOW TO USE: walk the vacant unit room by room, mark every line, and photograph each Fail. Level is who normally corrects it; priority is the default, so raise it when the condition is worse. A defect found here becomes a Form B work order and is recorded on Form C with the same item ID.

DIY

Occupant, leasing agent, porter. Cleaning, trash-out, bulbs and cover plates, filter swap, alarm TEST button, photos. Stop at a ladder above a step stool, tools beyond hand tools, or anything touching wiring, gas or plumbing.

MAINT

Royal RC technician. Patch and touch-up paint, caulk, door and cabinet hardware, outlet, switch, GFCI and fixture swaps, faucet swaps, toilet internals, screens, weatherstrip. Stop at moisture behind finishes, structural movement, scorching or gas odor.

CONTRACTOR

Licensed trade or specialist, quoted separately. New circuits, panel work, in-wall plumbing and sewer, gas, HVAC and refrigerant, roofing, structural, attic or crawlspace work, mold, asbestos or lead, flooring replacement, pest control.

Royal RC is also available to help: we can do or schedule Maint items and quote Contractor items. If we can't, we may be able to refer you to someone who can.

RESULT: P pass · F fail · Mo monitor (visible wear, no action now) · NA not applicable. Write NC (not checked, never a pass) or R (recheck) in Notes. PRIORITY: Urgent = life-safety or active damage, same day · High = before a showing or occupancy · Normal = before sign-off · Low = cosmetic or deferrable.

SAMPLE • NOT FOR USE

WHO USES WHAT

- Realtors: Pre-listing type. Start with the High lines in EXT, ENT, LV, KIT and BTH, then photograph each room.
- Property managers and owners: run the whole form at turnover, then open a Form B work order for every Maint or Contractor Fail.
- Tenants and clients: use Form C for move-in and move-out records. DIY lines here are safe for you to do yourself.

GROUND RULES

- Do not open electrical panels, handle refrigerant, force stuck shutoff valves, adjust water-heater pressure relief, or disturb suspected mold, asbestos or lead. Photograph, secure the area and escalate.
- Homes built before 1978: sanding, scraping or demolition of painted surfaces for pay falls under EPA lead-safe renovation rules. Confirm certification before assigning that prep.
- Levels route work; they are not permission. Licensing, permits, insurance and manufacturer instructions still apply, and a visible finding is not authorization to repair.
- Materials for Maintenance work should be on site before the visit. A return trip for missing parts is a new visit.

TABLET USE: open in Adobe Acrobat Reader, Apple Files/Preview or any PDF form app. Tap a blue field to type or pick from the list. Save a copy per property before you start (Save As, then rename).

Observational, non-invasive walkthrough only. "None observed" never means "none present." Not a licensed home inspection or code inspection; makes no conclusion on structure, mold, electrical safety or roof condition. Signatures confirm observations only and do not authorize work.

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EXT · Exterior and grounds

ID	Check	Level	Priority	Result	Notes / photo #
EXT-01	Handrails and guards at steps, porch and deck are secure	Maint	High		
EXT-02	Walks, steps, deck: cracks, heaving, loose boards, trip hazards	Contractor	High		
EXT-03	Drainage: standing water, grade sloping toward the building, splash blocks	Maint	High		
EXT-04	Gutters and downspouts: debris, sag, leaks, discharge away from the house	Maint	High		
EXT-05	Roof, from the ground only: missing shingles, damaged flashing, sag, ponding. Photograph; no roof access	Contractor	High		
EXT-06	Siding, trim, fascia, soffit: gaps, animal entry, paint failure (rot → Contractor)	Maint	Normal		
EXT-07	Exterior doors close, latch and lock; weatherstripping and thresholds	Maint	High		
EXT-08	Windows and screens: cracked glass, failed seals, torn screens	Maint	Normal		
EXT-09	Exterior lights, photocell and doorbell work; house numbers visible	Maint	Normal		
EXT-10	Fence and gates: latch, pickets (posts or rails → Contractor)	Maint	Normal		
EXT-11	Hose bibs and irrigation: leaks, vacuum breakers, broken heads	Maint	Low		
EXT-12	Yard: mowed, edged, trash removed, vegetation off the structure; pest or pool hazards (pests → Contractor)	DIY	Normal		
EXT-13	Driveway, walks and entry washed	Maint	Low		

SAMPLE • NOT FOR USE

ENT · Entry and foyer

ID	Check	Level	Priority	Result	Notes / photo #
ENT-01	Entry door closes and latches; deadbolt throws freely; viewer intact	Maint	High		
ENT-02	Locks re-keyed or confirmed; every key tested; key count recorded	Maint	High		
ENT-03	Threshold and weatherstripping: daylight at edges, drafts	Maint	Normal		
ENT-04	Walls, ceiling, trim: holes, scuffs, stains, paint	Maint	Normal		
ENT-05	Flooring, mats, transitions: damage and trip hazards	Maint	High		
ENT-06	Lights and switches work; bulbs and cracked cover plates replaced	DIY	Normal		
ENT-07	Cleaning: floor, door, glass, debris, odors	DIY	Normal		

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