

Appendix 3C

Sample Vacancy Reconditioning Log

1. Project Name: _____

2. Contract Number: _____

3. Unit Number: _____

4. Date of Death: _____ 5. Date of Unit Transfer: _____

6. Date of Move-Out: _____ 7. Anticipated
Move-In Date: _____

8. Maintenance: Start Date: _____ 9. Finish Date: _____
Comments: _____

10. Painted: Start Date: _____ 11. Finish Date: _____
Comments: _____

12. Carpet Cleaned: Start Date: _____ 13. Finish Date: _____
Comments: _____

14. Unit Cleaned: Start Date: _____ 15. Finish Date: _____
Comments: _____

16. Date Approved for Occupancy: _____

Approved By: _____ Date: _____