

Appendix 3-C

Sample Vacancy Reconditioning Log

1. Project Name: _____
 2. Contract Number: _____
 3. Unit Number: _____
 4. Date of Death: _____
Unit Transfer: _____
 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: _____