Appendix 3-C

Sample
Vacancy Reconditioning Log

1. Project Name: _____

2. Contract Number:_____

3. Unit Number: _____

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