

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:	_____