

THE PINNACLE GROUP LLC

PROPERTY TURNOVER SHEET

ADDRESS: _____ ZIP _____ KEY MAP _____

PROJECT ACQUISITION/START DATE: _____

COMPLETED/DATE

Turn on Electric (Phone : _____) _____

Turn on Gas (Phone : _____) -- _____

Is there a water meter? Turn on water _____

Install Lockbox _____

Replace Roof? Y____ N____ If yes, measure _____

Paint - Complete or Touch Up _____

Garage Doors - OK, Repair or Replace: size _____

Carpet - Replace or Clean _____

Trash Removal _____

General Cleaning - Rehab or Turnover _____

Exterminate _____

Yard _____

Re-key locks _____

Security Devices Required: _____

Drop Bolts:____ Slider Pins:____ Peep Holes:____

Window latches:____ Keyless Dead bolts:____

Slider handle/bar:____ Smoke Detectors needed:#____

Batteries Replaced: #____

Yard Sign _____

Flyers _____

Street Signs _____

Newspaper Ads _____

Other: _____

NOTES: _____

PROJECT SUBSTANTIAL COMPLETION DATE: _____