Multifamily unit turnover record

Reference: PF-19434
Date: July 25, 2026
Managing office: Cedar Field Cooperative Association
Prepared by: Terry Gray

Property and transaction record

A managing office is turning over a one-bedroom unit between occupants. The unit has a window-mounted cooling unit, a replacement cabinet door, and a mailbox key that appear in different maintenance and inventory records.

The property transaction is the turnover of possession for the identified unit under a new occupancy record. The file contains the prior condition checklist, maintenance tickets, key log, room photographs, and the incoming inventory sheet.

Transaction covered

turnover of possession for the identified one-bedroom unit under a new occupancy record

Fixtures, keys and observed condition

The turnover should distinguish fixed fixtures, approved replacements, occupant property, keys, and observed condition. Each item with a conflicting record should receive a status and source reference before the incoming receipt is signed.

This record describes the possession turnover. It is not a finding about a deposit, habitability, code compliance, or responsibility for an unobserved defect.

Priority basis is not stated

The record for the multifamily unit turnover lists several observations and recommendations but does not say whether order is based on safety, access, service continuity, condition, or another agreed criterion.

State the selection or ranking basis and identify the role that can change it. Keep an observation separate from a recommended action and from any estimate.

A reader should understand why an item appears first without treating the order as a technical risk rating or financial commitment.

Issue a controlled access protocol

A property handover for the multifamily unit turnover needs a repeatable route for keys, gates, rooms, or equipment while an open condition remains under review.

The managing contact will name authorized people, access points, dates, escort requirements, and the closing check. Each entry will record what was accessed and any restriction encountered.

The protocol controls the identified access event. It does not grant a broader occupancy, construction, maintenance, or transaction right.

Acknowledgement

Prepared by: _____ Date: _____
Received by: _____ Date: _____
Receipt acknowledges this record, not agreement with every statement in it.