



PROPERTY RENOVATION CHECKLIST

Use this checklist to plan, organize, and track the key details of your property renovation from start to finish.

1. Define the Project

- ☐ Identify the areas to be renovated
- ☐ List the main goals for the project
- ☐ Separate priorities from optional upgrades
- ☐ Establish an estimated budget
- ☐ Include a contingency amount for unexpected costs
- ☐ Set a preferred completion date

Main Project Goals:

2. Areas Included

- ☐ Kitchen
- ☐ Bathroom(s)
- ☐ Bedrooms
- ☐ Living / Common Areas
- ☐ Flooring
- ☐ Walls / Painting
- ☐ Doors / Trim
- ☐ Windows
- ☐ Exterior Areas
- ☐ Other: _____

3. Before Work Begins

- ☐ Obtain and compare estimates
- ☐ Confirm the exact scope of work in writing
- ☐ Verify contractor contact information
- ☐ Confirm payment schedule
- ☐ Confirm estimated start and completion dates
- ☐ Review warranties when applicable
- ☐ Verify permits / HOA requirements when applicable
- ☐ Decide who will purchase materials and fixtures
- ☐ Confirm how change requests will be approved

4. Materials & Selections

- ☐ Flooring selected
- ☐ Paint colors selected
- ☐ Cabinets / countertops selected
- ☐ Fixtures selected
- ☐ Hardware selected
- ☐ Appliances selected
- ☐ Materials ordered
- ☐ Delivery dates confirmed

Items Still Pending:

5. Prepare the Property

- ☐ Remove valuables and fragile items
- ☐ Clear furniture from work areas
- ☐ Protect areas not included in the renovation
- ☐ Confirm contractor access
- ☐ Plan parking / deliveries
- ☐ Make arrangements for pets when necessary
- ☐ Confirm water / electricity interruptions if expected
- ☐ Take before photos of the property

6. During the Renovation

- ☐ Track progress against the agreed scope
- ☐ Keep photos of major stages
- ☐ Keep receipts, estimates, and invoices together
- ☐ Document approved changes
- ☐ Confirm additional costs before extra work begins
- ☐ Keep a list of questions or concerns
- ☐ Monitor important deadlines / deliveries

7. Before Final Payment

- ☐ Walk through the completed work
- ☐ Compare finished work with the agreed scope
- ☐ Create a punch list of unfinished items
- ☐ Test fixtures, doors, appliances, and other completed features
- ☐ Confirm touch-ups are completed
- ☐ Collect warranties / manuals when applicable
- ☐ Take final photos
- ☐ Confirm final cleanup is complete

8. Final Property Reset

- ☐ Construction dust removed
- ☐ Floors cleaned
- ☐ Cabinets / surfaces wiped
- ☐ Windows / glass cleaned if needed
- ☐ Debris removed
- ☐ Property ready for occupancy, listing, or use

Important

This checklist is a general planning resource for property owners and managers. Renovation requirements vary by property and project. Permits, structural work, electrical, plumbing, HVAC, and other specialized work should be reviewed with the appropriate qualified professionals when required.