

**EAGLE SUITES®**

EAGLE SUITES ROOM HANDOVER CHECKLIST

Construction and Operations jointly certify this room is complete and ready to release as rent-ready inventory.
Form Date: 08/17/2026

Property:	Room #:	Room Type:	Inspection Date:
Construction Rep:	Operations Rep:	Scope:	Ready to Rent: Y / N

MARK EACH ITEM Y OR N AND ADD COMMENTS IF NEEDED

1. Flooring complete and in good order Comment: _____	Y / N	2. Paint complete and in good order Comment: _____	Y / N
3. PTAC functioning properly Comment: _____	Y / N	4. Lights work in room, kitchen, bath Comment: _____	Y / N
5. Bath fan functioning and wired to switch Comment: _____	Y / N	6. Tub/Shower working, hot/cold, no drips Comment: _____	Y / N
7. Toilet works and is not running Comment: _____	Y / N	8. Kitchen sink hot & cold faucets work Comment: _____	Y / N
9. Cooktop installed and working Comment: _____	Y / N	10. Microwave installed and working Comment: _____	Y / N
11. Refrigerator/freezer installed, working, clean Comment: _____	Y / N	12. TV installed and cable works Comment: _____	Y / N
13. Bedframe and bed in room Comment: _____	Y / N	14. Dresser in room Comment: _____	Y / N
15. Chair in room Comment: _____	Y / N	16. Table in room and artwork installed Comment: _____	Y / N
17. Mirror installed Comment: _____	Y / N	18. All electrical plugs working Comment: _____	Y / N
19. Entry door closes, latches, locks; peep hole and QR sign in place Comment: _____	Y / N	20. Windows screwed shut Comment: _____	Y / N
21. Smoke detector installed and tested Comment: _____	Y / N	22. Plumbing Leaks Comment: _____	Y / N
23. Room free of debris, dust, trash Comment: _____	Y / N	24. Hanging rod installed Comment: _____	Y / N
25. Final touch-up complete; no open punch items Comment: _____	Y / N	26. Other Comment: _____	Y / N

PUNCH LIST / CORRECTIONS REQUIRED

1. _____	2. _____	3. _____
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Construction Signature

Operations Signature

Manager Approval

Any item marked **N** must be corrected before the room is released as ready to rent.