accessIQ®

Leasing Security Checklist

Turnover season can be hectic—but with a quick walkthrough and a few simple upgrades, you can minimize resident complaints, prevent security issues, and start the next lease on the right foot. Use this checklist to prep your property for move-ins and move-outs.

Need Help?

Our team can walk you through how AccessIQ helps streamline turnover with mobile credentials and remote access management. Visit us @ **accessiq.com** or call **877-ENTRYIQ** (877-368-7947)

Entry Hardware & Access Points

- [ ] Inspect all main entries for loose, sticking, or rusted hardware
- [ ] Test key fob or code access on front and rear entries
- [ ] Ensure doors close and latch securely without slamming
- [ ] Check that locks, handles, and hinges are properly aligned
- [ ] Clean and lubricate door hardware as needed

Unit Lock Transition

- [ ] Ensure all units are ready for fast credential turnover
- [ ] Deactivate previous residents' access (fobs, codes, apps, eKeys)
- [ ] If using metal keys, confirm spares are available or rekeyed
- [ ] For smart locks: verify setup instructions are clear with tenants
- [ ] Test AccessIQ remote credentialing for seamless move-ins

Shared Amenities & Common Areas

- [ ] Confirm gym, mailroom, laundry, and pool access is secure
- [ ] Audit who currently has access to common spaces
- [ ] Replace signage or update posted access instructions if unclear

Staff Readiness

- [ ] Review move-in/move-out protocols with maintenance team
- [ ] Post updated contact info for after-hours lockout support
- [ ] Train staff on any new access control features or tech updates
- [ ] Create a shared schedule for turnover week responsibilities

Final Touches

- [ ] Update welcome packet with access instructions
- [ ] Include mobile app links or login steps for smart locks
- [ ] Confirm demo devices (if applicable) are charged and ready
- [ ] Walk through a sample "new resident" journey—look for snags