

MOVE-IN/ MOVE-OUT INSPECTION FORM



DATE _____

2009 Printing

Address:	Tenant:	New Phone (Home)	
City, State, Zip	Tenant:	(Work)	(Mobile)

	COMPONENT	MOVE IN		MOVE OUT		CHARGE
		OK	N/A	OK	N/A	
Exterior Grounds	Grass	OK	N/A			
	Shrubs	OK	N/A			
	Trees	OK	N/A			
	Mailbox	OK	N/A			
	Fence	OK	N/A			
	Pool/Hot tub	OK	N/A			
Exterior Structure	Siding/Brick	OK	N/A			
	Paint	OK	N/A			
	Windows	OK	N/A			
	Doors	OK	N/A			
	Ext lights	OK	N/A			
	Front Porch	OK	N/A			
	Back deck/Patio	OK	N/A			
	Chimney	OK	N/A			
	Roof	OK	N/A			
	Trim/Fascia	OK	N/A			
	Gutters	OK	N/A			
	Screens	OK	N/A			
Entry & Stairways	Door/Locks	OK	N/A			
	Flooring	OK	N/A			
	Walls	OK	N/A			
	Ceiling	OK	N/A			
	Light/Fan	OK	N/A			
	Stairwell walls	OK	N/A			
	Stairway carpet	OK	N/A			
	Handrail	OK	N/A			
Living Room	Carpet/Flooring	OK	N/A			
	Walls/Ceiling	OK	N/A			
	Woodwork	OK	N/A			
	Windows/Blinds	OK	N/A			
	Doors/Locks	OK	N/A			
	Light fixtures	OK	N/A			
	Ceiling fan	OK	N/A			
	Outlets/Switches	OK	N/A			
	Fireplace	OK	N/A			

"OK" does not mean that condition is perfect. OK means condition is consistent with normal wear and tear and does not indicate any tenant damage.
 "N/A" - Indicates "Not Applicable"

MOVE IN: Tenant's _____ Manager's _____ MOVE OUT: Tenant's _____ Manager's _____
 Initials _____ Initials _____ Initials _____ Initials _____

Dining Room

COMPONENT	MOVE IN	MOVE OUT	CHARGE
Carpet/Flooring	OK N/A		
Walls/Ceiling	OK N/A		
Woodwork	OK N/A		
Windows/Blinds	OK N/A		
Doors/Locks	OK N/A		
Light fixtures	OK N/A		
Ceiling fan	OK N/A		
Outlets/Switches	OK N/A		

Den/Family Room

Carpet/Flooring	OK N/A		
Walls/Ceiling	OK N/A		
Woodwork	OK N/A		
Windows/Blinds	OK N/A		
Doors/Locks	OK N/A		
Light fixtures	OK N/A		
Ceiling fan	OK N/A		
Outlets/Switches	OK N/A		
Fireplace	OK N/A		

Kitchen/Breakfast Room

Flooring	OK N/A		
Refrigerator	N/A Model/Color:		
Range/Vent Hood	N/A Model/Color:		
Dishwasher	N/A Model/Color:		
Microwave	N/A Model/Color:		
Disposal	OK N/A		
Trash Compactor	OK N/A		
Cabinets	OK N/A		
Countertops	OK N/A		
Sink	OK N/A		
Walls/Ceiling	OK N/A		
Windows/Shades	OK N/A		
Light fixtures	OK N/A		
Ceiling fan	OK N/A		
Outlets/Switches	OK N/A		
Woodwork	OK N/A		
Pantry	OK N/A		
Doors/Locks	OK N/A		

Laundry Room

Washer/Dryer	N/A Model/Color:		
Flooring	OK N/A		
Walls/Ceiling	OK N/A		
Doors/Locks	OK N/A		
Lights & switches	OK N/A		
Vent	OK N/A		
Shelving	OK N/A		

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MOVE IN: Tenant's Initials _____ Manager's Initials _____ MOVE OUT: Tenant's Initials _____ Manager's Initials _____

Bedroom

COMPONENT	MOVE IN		MOVE OUT	CHARGE
Carpet/Flooring	OK	N/A		
Walls/Ceiling	OK	N/A		
Windows/Blinds	OK	N/A		
Doors/Locks	OK	N/A		
Light/Ceiling fan	OK	N/A		
Closet	OK	N/A		
Outlets/Switches	OK	N/A		
Woodwork/Trim	OK	N/A		
Fireplace	OK	N/A		

Bedroom

Carpet/Flooring	OK	N/A		
Walls/Ceiling	OK	N/A		
Windows/Blinds	OK	N/A		
Doors/Locks	OK	N/A		
Light/Ceiling fan	OK	N/A		
Closet	OK	N/A		
Outlets/Switches	OK	N/A		
Woodwork/Trim	OK	N/A		

Bedroom

Carpet/Flooring	OK	N/A		
Walls/Ceiling	OK	N/A		
Windows/Blinds	OK	N/A		
Doors/Locks	OK	N/A		
Light/Ceiling fan	OK	N/A		
Closet	OK	N/A		
Outlets/Switches	OK	N/A		
Woodwork/Trim	OK	N/A		

Bedroom

Carpet/Flooring	OK	N/A		
Walls/Ceiling	OK	N/A		
Windows/Blinds	OK	N/A		
Doors/Locks	OK	N/A		
Light/Ceiling fan	OK	N/A		
Closet	OK	N/A		
Outlets/Switches	OK	N/A		
Woodwork/Trim	OK	N/A		

Bedroom

Carpet/Flooring	OK	N/A		
Walls/Ceiling	OK	N/A		
Windows/Blinds	OK	N/A		
Doors/Locks	OK	N/A		
Light/Ceiling fan	OK	N/A		
Closet	OK	N/A		
Outlets/Switches	OK	N/A		
Woodwork/Trim	OK	N/A		

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MOVE IN: Tenant's _____ Manager's _____
Initials Initials

MOVE OUT: Tenant's _____ Manager's _____
Initials Initials

Bathroom

COMPONENT	MOVE IN	MOVE OUT	CHARGE
Sink/Faucets	OK N/A		
Vanity/Cabinets	OK N/A		
Tub/Shower	OK N/A		
Commode	OK N/A		
Mirror	OK N/A		
Towel racks	OK N/A		
Flooring	OK N/A		
Walls/Ceiling	OK N/A		
Windows/Blinds	OK N/A		
Closet	OK N/A		
Lights/Switches	OK N/A		
Exhaust Fan	OK N/A		

Bathroom

Sink/Faucets	OK N/A		
Vanity/Cabinets	OK N/A		
Tub/Shower	OK N/A		
Commode	OK N/A		
Mirror	OK N/A		
Towel racks	OK N/A		
Flooring	OK N/A		
Walls/Ceiling	OK N/A		
Windows/Blinds	OK N/A		
Closet	OK N/A		
Lights/Switches	OK N/A		
Exhaust Fan	OK N/A		

Bathroom

Sink/Faucets	OK N/A		
Vanity/Cabinets	OK N/A		
Tub/Shower	OK N/A		
Commode	OK N/A		
Mirror	OK N/A		
Towel racks	OK N/A		
Flooring	OK N/A		
Walls/Ceiling	OK N/A		
Windows/Blinds	OK N/A		
Closet	OK N/A		
Lights/Switches	OK N/A		
Exhaust Fan	OK N/A		

Bathroom

Sink/Faucets	OK N/A		
Vanity/Cabinets	OK N/A		
Tub/Shower	OK N/A		
Commode	OK N/A		
Mirror	OK N/A		
Towel racks	OK N/A		
Flooring	OK N/A		
Walls/Ceiling	OK N/A		
Windows/Blinds	OK N/A		
Closet	OK N/A		
Lights/Switches	OK N/A		
Exhaust Fan	OK N/A		

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