

Tub / Shower head / faucet			
Towel racks/ paper holder			
Toilet bowl / seat			
BEDROOM #1			
Floors / floor covering			
Walls & ceilings			
Windows / locks / screens			
Window coverings			
Doors / knobs / locks			
Closets / shelves			
Light fixtures / bulbs			
BEDROOM #2			
Floors / floor covering			
Walls & ceilings			
Windows / locks / screens			
Window coverings			
Doors / knobs / locks			
Closets / shelves			
Light fixtures / bulbs			
BEDROOM #3			
Floors / floor covering			
Walls & ceilings			
Windows / locks / screens			
Window coverings			
Doors / knobs / locks			
Closets / shelves			
Light fixtures / bulbs			
GROUNDS			
Lawn / trees			
Patio / deck			
ADDITIONAL:			
Smoke Detectors			
Modem and power cord			
MAC ID			
Number of keys:			
Unit			
Mailbox			
Other			

COMMENTS:

Forwarding Address: _____

Move In-RESIDENT SIGN: _____

MANAGEMENT SIGN: _____ **DATE:** _____

Move Out-RESIDENT SIGN: _____

MANAGEMENT SIGN: _____ **DATE:** _____

MOVE IN/ MOVE OUT REPORT

Phone:

Email:

RESIDENT NAME: _____

PROPERTY ADDRESS: _____

MOVE IN DATE _____ MOVE OUT DATE _____

AREA/ ITEM	MOVE-IN EXCEPTIONS	MOVE OUT EXCEPTIONS
KITCHEN		
Floors / floor covering		
Walls & ceiling		
Windows / locks / screens		
Doors / knobs		
Light fixtures / bulbs		
Cabinets/cupboards/shelves		
Drawers / countertops		
Sinks / stoppers / faucets		
APPLIANCES		
Stove / Oven		
Drip pans		
Hood vent		
Timer / controls		
Lights		
Refrigerator		
Dishwasher		
Garbage disposal		
LIVING ROOM		
Floors / floor covering		
Walls & ceiling		
Windows / locks / screens		
Window coverings		
Doors / locks		
Light fixtures / bulbs		
Closet / shelves		
Fireplace		
DINING ROOM		
Floors / floor covering		
Walls & ceiling		
Windows / locks / screens		
Window coverings		
Doors / locks		
Light fixtures / bulbs		
Closet / shelves		
BATHROOM		
Floor / floor covering		
Walls / tile / grout / ceiling		
Windows / locks / screens		
Window coverings		
Doors / knobs / locks		
Light fixtures / bulbs		
Exhaust fans / heater		
Mirrors / cabinets / shelves		
Sink / faucet / basin		