

Move In/Out Condition Report

You should complete this checklist, noting the condition of the apartment, and return it to the office within 7 days of your move in.

Tenant's Name:

Tenant's Address:

<u>General</u>	Move-In Condition	Move-Out Condition
Walls:	_____	_____
Floors/Carpet:	_____	_____
Windows:	_____	_____
Window Screens:	_____	_____
Lighting:	_____	_____
Doors:	_____	_____
Ceiling Fans:	_____	_____
Blinds:	_____	_____
Smoke Detector:	_____	_____
Balcony/Deck/Patio:	_____	_____
Heater/Air Conditioning:	_____	_____
Other:	_____	_____
<u>Kitchen</u>		
Oven:	_____	_____
Dishwasher:	_____	_____
Refrigerator:	_____	_____
Microwave:	_____	_____
Cabinets:	_____	_____
Sink:	_____	_____
Exhaust/Hood/Fan:	_____	_____
Floors:	_____	_____
Lighting:	_____	_____

Bathroom:

Toilet: _____

Sink: _____

Mirror: _____

Cabinets: _____

Bathtub: _____

Floors: _____

Walls: _____

Fan: _____

Lighting: _____

Storage Area # _____

Comments: _____

Signature of Tenant (for Move-In only)

Date of Move-In Inspection

Signature of Manager (for Move-In only)

Date Keys Delivered to Tenant

Signature of Tenant (for Move-Out only)

Date of Move-Out Inspection

Signature of Manager (for Move-Out only)

Date Keys Received from Tenant

The following is a reminder as signed on your lease rider.

Charges will be made for damages not considered normal wear and tear. The following schedule should be used as a guide for minimum charges for noted items. If, in the opinion of the Lessor, these charges are inadequate to defray the expense, they may be increased accordingly

- Clean Stove \$50
- Clean refrigerator \$50
- Clean floor (more than normal cleaning) \$50
- Clean bathrooms (more than normal cleaning) \$100
- Clean bedrooms (more than normal cleaning) \$100
- Removal of trash from apartment \$50
- Gouges or other damages to wall (per hole) \$10
- Keys not returned \$50.00 (per key)