

# APPENDIX E

## Move-In/Move-Out Sample Form (page 1 of 3)

Lease Start Date		Lease End Date	
Name of Landlord or Property Manager		Phone Number	
Address for Mail			
Unit Address			
<b>MOVE-IN INSPECTION</b>		<b>MOVE-OUT INSPECTION</b>	
Move-In Date		Move-Out Date	
Inspected by		Inspected by	
Inspection Date		Inspection Date	
Summary Rating	<input type="checkbox"/> 1	<input type="checkbox"/> 2	Summary Rating
	<input type="checkbox"/> 3	<input type="checkbox"/> 4	
			<input type="checkbox"/> 2
			<input type="checkbox"/> 3
			<input type="checkbox"/> 4
<b>Bath 1</b>			
Tile			
Tub/Shower			
Other			
<b>Bath 2</b>			
Tile			
Tub/Shower			
Other			

# APPENDIX E

## Move-In/Move-Out Sample Form (page 2 of 3)

MOVE-IN INSPECTION		MOVE-OUT INSPECTION	
<b>Bedroom 1</b>			
Walls			
Ceiling			
Windows/Blinds etc.			
Carpet/Floors			
Furniture			
<b>Bedroom 2</b>			
Walls			
Ceiling			
Windows/Blinds			
Carpet/Floors			
Furniture			
<b>Kitchen</b>			
Walls			
Ceiling			
Windows/Blinds etc.			
Carpet/Floors/Tile			
Counter			
Refrigerator			
Stove			
Sink			
Other			

# Move-In/Move-Out Sample Form (page 3 of 3)

MOVE-IN INSPECTION		MOVE-OUT INSPECTION	
<b>Family Room</b>			
Walls			
Ceiling			
Windows/Blinds etc.			
Carpet/Floors			
Furniture			
Exterior			
Porch/Deck			
Yard/Garbage in Yard/ Lawn etc.			
Exterior of Building - Paint/Roof etc.			
Garbage Cans/ Disposal area			
<b>Basement/Garage</b>			

**Inspect Your Home**

This is a general list of things that you can look for in your rental home or apartment. Inspect *each room*. Take your time. This is where you are going to live for 12 months or 10 years.

**Make Notes on the condition of each room – Look for:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>A. Scratches in hardwood floors</li> <li>B. Burn marks/tears in carpet</li> <li>C. Missing tiles in bathroom</li> <li>D. Ripped screens in windows - missing glass</li> <li>E. Holes/scratches in walls (pinholes, patched over areas, etc.)</li> <li>F. Faded paint (just note it) - rubbed off paint etc.</li> <li>G. Bum marks on counters/scratches (rub your hand along counter (it its clean))</li> <li>H. Loose fixtures (ceiling, wall, etc.)</li> </ul> | <ul style="list-style-type: none"> <li>I. Make sure all outlets have covers and receptacles</li> <li>J. Heat and if provided - Air conditioning</li> <li>K. Kitchen Stove - Turn it on. Inspect for cleanliness</li> <li>L. Refrigerator - ice box and main area - is it cold? Clean?</li> <li>M. Kitchen Cabinets - scratches, cleanliness, grime</li> <li>N. Kitchen Exhaust over stove - turn it on. Are filters clean?</li> <li>O. Bathtubs/showers - turn them on. hot and cold water, water pressure, cracks, grime</li> <li>P. Toilet Paper Holder</li> <li>Q. Flush the toilets - do they work?</li> </ul> |
|---|--|

<p><b>Keys Issued</b>          Front Door _____ Mail _____ All Door Locks _____          Primary _____ Secondary _____          Notice: The tenant shall be responsible for the condition of the unit "As is" and any damage beyond the normal wear and tear will be paid for at the tenant's expense.</p>	<p><b>Keys Returned</b>          Front Door _____ Mail _____ All Door Locks _____          Primary _____ Secondary _____          Vacated _____ Keys Returned? _____          Forwarding Address _____</p>
<p>Move-In Inspection Results Hearby Accepted          Tenant _____</p>	<p>Move-Out Inspection Results Hearby Accepted          Tenant _____</p>

