



HOUSING MOVE IN / OUT CHECKLIST
FAX TO: (888) 884-6510

Inspection Checklist

Complete this inventory checklist as soon as you sign the lease to your apartment. At the end of your assignment, this form must accompany your travel reimbursement form in order to receive your end of assignment travel funds.

Apartment Information

Employee Name			
Complex		Apt / Unit Number	
Address, City, State, Zip			
Assignment Start Date		Assignment End Date	
Keys Turned in to Office	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

Living Room

Item	Qty / Spec Location	Condition on Arrival	Condition on Departure
Walls and Ceiling			
Floor Covering			
Windows (curtains / blinds / etc)			
Doors			
Light Fixtures			
Lamp(s)			
Baseboards/Molding			
Other			

Kitchen

Item	Qty / Spec Location	Condition on Arrival	Condition on Departure
Stove, Oven, Range Hood, Broiler Pans, Burners, etc.			
Floor Covering			
Windows (curtains / blinds / etc)			
Doors			
Light Fixtures			
Cabinets/Drawers			
Counter Surfaces			
Sink, Garbage, Disposal, Faucet			
Microwave Oven			
Refrigerator			
Dishwasher			
Other			

Furniture

Item	Qty / Spec Location	Condition on Arrival	Condition on Departure
Living Room (Sofa, Chair, Lamps, Tables)			
Bedroom (Bed, Dresser, Nightstand, Bureau)			
Dining Room (Table, Chairs)			
Pictures, TV Stand, TV, Remote Controls			
Extras (List)			

Bathroom

Item	Qty / Spec Location	Condition on Arrival	Condition on Departure
Walls and Ceiling			
Floor Covering			
Windows (curtains / blinds / etc)			
Doors			
Light Fixtures			
Cabinets/Drawers			
Counter Surfaces			
Sink and Faucet			
Toilet/Tissue Holder			
Shower and Tub			
Towel Racks			
Mirror/Medicine Cabinet			
Water (hot and pressure)			

Bedroom

Item	Qty / Spec Location	Condition on Arrival	Condition on Departure
Walls and Ceiling			
Floor Covering			
Windows (curtains / blinds / etc)			
Doors			
Light Fixtures			
Closets (doors and tracks)			
Book Shelves			
Molding and Baseboards			
Mirror			
Other			

Other

Item	Qty / Spec Location	Condition on Arrival	Condition on Departure
Walls and Ceiling			
Floor Covering			
Windows (curtains / blinds / etc)			
Doors			
Light Fixtures			
Closets (doors and tracks)			
Shelves			
Molding and Baseboards			
Doorbell/Knocker			
Yard, Patio, Deck			
Mailbox (check lock)			
External Doors and Locks			
Outside Lights			
Other			

Move-In Inventory		Move-Out Inventory	
Tenant's Signature		Tenant's Signature	
Landlord's Signature		Landlord's Signature	
Date Signed		Date Signed	