

MOVE IN AND MOVE OUT UNIT CONDITION CHECKLIST

Property Name: _____ Unit #: _____ Move-in Date: _____
 Head of Household: _____ Move-out Inspection Date: _____

Unless otherwise noted, the premises are in clean, good working order and undamaged. Use key below.

Key & Abbreviations: **NC: Needs Cleaning** **TD: Tenant Damage**
 NP: Needs Painting **OK: In clean good working order**
 NR: Needs Repair

<p><u>KITCHEN & DINING AREA</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 30%;">Move-in</th> <th style="width: 30%;">Move-Out</th> <th style="width: 40%;">Cost</th> </tr> <tr><td>Ceiling/Light</td><td></td><td></td></tr> <tr><td>Walls</td><td></td><td></td></tr> <tr><td>Windows/Screens</td><td></td><td></td></tr> <tr><td>Shades/Drapes</td><td></td><td></td></tr> <tr><td>Floor</td><td></td><td></td></tr> <tr><td>Cabinets</td><td></td><td></td></tr> <tr><td>Sink/Counter</td><td></td><td></td></tr> <tr><td>Range/Oven</td><td></td><td></td></tr> <tr><td>Refrigerator</td><td></td><td></td></tr> <tr><td>Exhaust Hood</td><td></td><td></td></tr> <tr><td>Other</td><td></td><td></td></tr> </table> <p><u>BEDROOM #1</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 30%;">Move-in</th> <th style="width: 30%;">Move-Out</th> <th style="width: 40%;">Cost</th> </tr> <tr><td>Ceiling/Light</td><td></td><td></td></tr> <tr><td>Walls & Doors</td><td></td><td></td></tr> <tr><td>Windows/Screens</td><td></td><td></td></tr> <tr><td>Shades/Drapes</td><td></td><td></td></tr> <tr><td>Closet Doors</td><td></td><td></td></tr> <tr><td>Floor/Carpet</td><td></td><td></td></tr> <tr><td>Other</td><td></td><td></td></tr> </table> <p><u>BEDROOM #3</u></p> <table border="1" style="width: 100%; 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<u>COMMENTS</u>	
	Lease Forfeiture: \$ _____
	Total Cost: \$ _____

I HAVE INSPECTED THE DWELLING WITH A REPRESENTATIVE OF Management. With the above exceptions, the dwelling is in decent, safe and sanitary condition. I understand that this checklist is used to record the condition of the dwelling at the time I move-in, at annual inspections and at the time of move-out.

Move-In Inspection	Move-Out Inspection
RESIDENT SIGNATURE: _____	RESIDENT SIGNATURE: _____
MANAGEMENT SIGNATURE: _____	MANAGEMENT SIGNATURE: _____

Copies: ____ Tenant ____ Site File ____ Home Office File