

MOVE IN / MOVE OUT INSPECTION CHECKLIST

Welcome to your new home. To ensure that you are completely satisfied upon you moving into our community we require each resident to complete a Move - In Inspection. When you move you will also be required to complete a Move - Out Inspection. A company representative will accompany you during the inspection. Photos and videos will be taken and kept in your file during your residency. We appreciate you and look forward to having you in our community!

	Satisfactory	Needs Improvement		Satisfactory	Needs Improvement
Entrance Door			Bedroom One		
Knocker/Bell			Ceiling		
Peephole			Walls		
Deadbolt lock			Floors		
Living Room			Windows		
Ceiling			Screen		
Walls			Electric Fixtures		
Floors			Bedroom Two		
Windows			Ceiling		
Screen			Walls		
Electric Fixtures			Floors		
Dining Room			Windows		
Ceiling			Screen		
Walls			Electric Fixtures		
Floors			Bedroom Three		
Windows			Ceiling		
Screen			Walls		
Electric Fixture			Floors		
Kitchen			Windows		
Stove			Screen		
Refrigerator			Electric Fixtures		
Cabinets			Bathroom		
Sink			Ceiling		
Countertop			Walls		
Ceiling			Floors		
Walls			Windows		
Floors			Screen		
Windows			Electric Fixtures		
Screen			Medicine Cabinet		
Electric Fixture			Mirror		
General			Toilet		
Back Door			Tub/Shower		
Mail Box			Sink		
Garage/Driveway			General		
Porch/Balcony			Heating System		
Yard			Water Heater		

We hereby acknowledge that we have inspected the above mentioned rental unit and have found everything to be in satisfactory condition except as stated above. We understand that we are liable for any new damages that may occur during our occupancy.

Resident(s) Signature _____ Date _____

Manager Signature _____ Date _____

Special Remarks (Cleaning Repairs Needed)_____

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MOVE-IN CHECKLIST

(For use by management. Make sure you have complete and accurate resident information before you complete an inspection)

Address _____ Unit # _____

City _____ State _____ Zip _____

Resident/Applicant Name(s) _____

Date/Initial

Application filled out and fee collected _____

Verification Forms Signed _____

Credit, Criminal Background, Rental History Check Run _____

Fee Given to Reserve Rental _____

First Month's Rent Collected (Amount _____) _____

Security Deposit collected (Amount _____) _____

Additional rent or deposit due? If so, collected (Amount _____) _____

Inspection of rental property with property inspection checklist _____

Rental Agreement signed and explained _____

Upgrades offered/Benefits Explained _____

Keys Issued _____

Community Rules Explained _____

Additional Agreement/Addendums signed _____

New Resident Folder Given and explained _____

Coupon/Move-in gift provided _____

On-time payments emphasized/collection procedures _____

Auto Pay and Payday payment plans discussed _____

Notice of Accountability _____

Office hours/maintenance request/repair policies explained _____

Periodic Inspection/Future Homebuyer program discussed _____

Renters insurance suggested/required if pets _____

Lead Pamphlet and other disclosures given, if applicable _____

All requirements completed and documents verified as complete _____

Resident File Created and all documents included _____

I certify that all required information has been received, all required documents have been signed and are understood by resident and resident is cleared to move in.

Resident Name Please Print

Signature

Date

Resident Name Please Print

Signature

Date

Management Signature

Date