

INSTRUCTION SHEET (Form 16.0) Move-In/Move-Out Itemized Statement

Purpose:

1. This form provides protection for all parties. It should be used prior to Resident's occupancy to indicate the condition of the unit at the time of move in. Make this form an addendum to the Rental/Lease Agreement.
2. If properly completed, this form can be of great assistance in resolving any dispute, in or out of court, if any question arises regarding the condition of the premises.
3. State law requires the Owner/Agent to perform an initial walk through ("initial inspection") of the unit no earlier than two weeks prior to the termination of the tenancy, if requested by the Resident. The purpose of this walk through is to allow Residents the opportunity to correct any deficiencies in a manner consistent with the rights and obligations of the parties under the Rental/Lease Agreement in order to avoid deductions from the security deposit. **The Owner/Agent must leave a copy of this itemized statement in the unit (or with the Residents, if they are present) at the time of the initial inspection.** This notice must include exact language from Civil Code Section 1950.5(b). Proper use of the Move-In/Move-Out Itemized Statement fulfills this obligation.
4. This form also is used for the final (after move-out) inspection ("final inspection"), to specify necessary cleaning and repairs which will result in the final deductions from the security deposit.

Preparation of the Form:

1. Cross out items that are not applicable and add special items not listed.
2. Use the codes to describe condition of each item. Be complete.
3. After the move-in inspection, have all Residents sign and date the form on page two. The Owner/Agent should sign and date the form also.
4. After the initial inspection, that must take place no earlier than two weeks prior to termination of the tenancy, fill out and sign the form. You must leave a copy of the Move-In/Move-Out Itemized Statement in the unit, or with the Resident(s) if they are present.
5. On the final inspection, use the form again. Sign the form after the final move-out inspection. Note items that are not in the same condition they were at move-in or that go beyond normal wear and tear. Costs or estimates for correcting these items should be specified on the Itemized Disposition of Security Deposit, CAA Form 18.0.

Pitfalls and Precautionary Notes:

1. The purpose of this walk through is to allow Residents the opportunity to correct any deficiencies in a manner consistent with the rights and obligations of the parties under the rental agreement in order to avoid deductions from the security deposit. Most rental agreements prohibit the Resident from doing "repairs" or "decorating" (which could include painting), but it is best to be flexible on this point, depending on the capabilities of the Resident.
2. The law allows Owner/Agent to use the security deposit to correct any damages that occur to the unit/property between the time of the initial inspection and the termination of the tenancy.
3. This form has been prepared by the California Apartment Association to help members comply with applicable California and Federal law. The California Apartment Association, its Local Chapters, and Divisions do not make any representation or warranty about the legal sufficiency or effect of this form. Consult with an attorney if you require assistance in completing the form or to determine if use of the form is appropriate or changes to the form are necessary in any particular situation.
4. The California Apartment Association does not sanction any CAA form which has been altered or changed in any way.



MOVE-IN/MOVE-OUT ITEMIZED STATEMENT

Resident Name(s)	Move in Inspection by/Date	Initial Inspection by/Date	Final Inspection by/Date
Address/Apt. #	City	State	Zip
			Move out Date

The condition of these premises is clean, undamaged, in good working order and adequate for customary use unless otherwise noted hereon. Use codes and comments to describe exceptions. Cross out items not applicable.

CODES: NCC - Needs complete cleaning • REP - Replace • SC - Needs spot cleaning • SP - Needs spot painting • RPR - Needs repair • PT - Needs painting • SCR - Scratched • CLN - Clean • NEW - New

Kitchen	Move-in Inspection	Initial Inspection (Pre-Move-Out Option)	Final Inspection (After Move-Out)
Ceiling			
Doors			
Walls			
Floors			
Hood/Filter			
Fan/Light			
Microwave			
Counter top			
Sink/Faucets			
Drains/Disposal			
Cabinet/Doors			
Shelves/Drawers			
Under sink			
Windows			
Screens			
Window coverings			
Electric fixtures			
Light bulbs			

Stove/Oven	Move-in Inspection	Initial Inspection (Pre-Move-Out Option)	Final Inspection (After Move-Out)
Stove Outside			
Burners			
Drip pans			
Vent			
Timer/Controls			
Oven surfaces			
Oven racks			
Broiler pan			
Light			

Refrigerator	Move-in Inspection	Initial Inspection (Pre-Move-Out Option)	Final Inspection (After Move-Out)
Inside (all parts)			
Outside			

Dishwasher	Move-in Inspection	Initial Inspection (Pre-Move-Out Option)	Final Inspection (After Move-Out)
Outside/Controls			
Inside (all parts)			



Dining Room	Move-in Inspection	Initial Inspection (Pre-Move-Out Option)	Final Inspection (After Move-Out)
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Walls			
Ceiling			
Window coverings			
Shades			
Closet			
Doors			
Floor			
Windows			
Screens			
Electric fixtures			
Light bulbs			

Living Room

Walls			
Ceiling			
Doors			
Windows			
Screens			
Window coverings			
Floor			
Closet			
Electric fixtures			
Light bulbs			
Fireplace			

1st Bedroom

Walls			
Ceiling			
Windows			
Screens			
Window coverings			
Doors			
Closet			
Floor			
Electric fixtures			
Light bulbs			

2nd Bedroom

Walls			
Ceiling			
Windows			
Screens			
Window coverings			
Doors			
Closet			
Floor			
Electric fixtures			
Light bulbs			



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3rd Bedroom**Move-in Inspection****Initial Inspection
(Pre-Move-Out Option)****Final Inspection
(After Move-Out)**

Walls			
Ceiling			
Windows			
Screens			
Window coverings			
Doors			
Closet			
Floor			
Electric fixtures			
Light bulbs			

Other Room

Walls			
Ceiling			
Closet/Cabinets			
Windows			
Window coverings			
Screen			
Floor			
Doors			
Electric fixtures			
Light bulbs			

1st Bath

Ceiling			
Walls/Tile			
Floors			
Cabinets			
Shelves			
Doors			
Mirror			
Tub/Shower			
Caulking			
Shower Door/Tracks			
Basin			
Drains			
Faucets			
Counter tops			
Exhaust fan			
Bowl/Seat			
Towel racks			
Window			
Screen			
Electric fixtures			
Light bulbs			



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2nd Bath	Move-in Inspection	Initial Inspection (Pre-Move-Out Option)	Final Inspection (After Move-Out)
Ceiling			
Walls/Tile			
Floors			
Cabinets			
Shelves			
Doors			
Mirror			
Tub/Shower			
Caulking			
Shower Door/Tracks			
Basin			
Drains			
Faucets			
Counter tops			
Exhaust fan			
Bowl/Seat			
Towel racks			
Window			
Screen			
Electric fixtures			
Light bulbs			

Systems

Smoke detectors			
Carb Mono Detect			
Furnace/Thermostat			
Air Conditioning			
Water Heater			
Water Softener			

Laundry Room

Washer/Dryer			
Hookups			
Light fixtures			
Window/Coverings			
Floor			
Door			
Other			

Front Porch

Electric fixtures			
Light bulbs			

Back Porch

Electric fixtures			
Light bulbs			



Garage/Carport	Move-in Inspection	Initial Inspection (Pre-Move-Out Option)	Final Inspection (After Move-Out)
Electric fixtures			
Light bulbs			
Remote/Opener			
Floor			
Walls			
Garage door			

Yard

Landscaping			
Sprinklers			
Fences/Gates			
Other			

Number of Keys

Door			
Laundry Room			
Mailbox			
Other			

According to state law:

Any security shall be held by the landlord for the tenant who is party to the lease or agreement. The claim of a tenant to the security shall be prior to the claim of any creditor for the landlord. (Civil Code Section 1950.5(d)). According to Civil Code Section 1950.5(b), the security deposit may be used by the owner for any purpose, including, but not limited to, any of the following:

- (1) The compensation of a landlord for a tenant's default in the payment rent.
- (2) The repair of damages to the premises, exclusive of ordinary wear and tear, caused by the tenant or by a guest or licensee of the tenant.
- (3) The cleaning of the premises upon termination of the tenancy necessary to return the unit to the same level of cleanliness it was in at the inception of the tenancy. The amendments to this paragraph enacted by the act adding this sentence shall apply only to tenancies for which the tenant's right to occupy begins after January 1, 2003. (Amendment underlined)
- (4) To remedy future defaults by the tenant in any obligation under this rental agreement to restore, replace, or return personal property or appurtenances, exclusive of ordinary wear and tear, if the security deposit is authorized to be applied thereto by the rental agreement.

From the time of the initial inspection until the termination of the tenancy, the tenant may remedy the deficiencies identified in the initial inspection, in a manner consistent with the rights and obligations of the parties under the rental agreement, in order to avoid deductions from the security deposit.

The law allows the Owner/Agent to use the security deposit for legal deductions itemized in this statement that are not corrected by the Resident prior to the termination of the tenancy or that were not identified due to the presence of the Residents' possessions during the time of the initial inspection. It also allows Owner/Agent to use the security deposit to correct any damages that occur to the unit/property between the time of the initial inspection and the termination of the tenancy.

An itemized statement will be sent to you within 21 calendar days after the Owner/Agent has regained possession of the premises.

Move-In Inspection:

Owner/Agent

Resident _____ Date _____

Move-in Inspection _____ Date _____

Resident _____ Date _____

Initial Pre-move-out Inspection _____ Date _____

Resident _____ Date _____

Post Move-out Inspection _____ Date _____

Resident _____ Date _____

