

**Building:** \_\_\_\_\_ **Apt:** \_\_\_\_\_ **Tenant:** \_\_\_\_\_

**Move-In Date:** \_\_\_\_\_ **Move-Out Date:** \_\_\_\_\_ **New Home Tel#:** \_\_\_\_\_

Please complete the Move-In Checklist with the Resident Manager the day you move in. He will go over it, sign it and schedule/do needed **(C)**leaning/**(R)**epairs. When you move out, the cost to clean, repair or replace anything found dirty or damaged will be withheld from your security deposit. Note "**(B)**lemishes" so you are not charged for them when you move out.

	<b>Item</b>	<b>B/C/R</b>	<b>Move-in Description</b>	<b>B/C/R</b>	<b>Move-Out Description</b>	<b>Chg ?</b>
	<b>KITCHEN</b>					
1	Stove/Range					
2	Oven/Hood & Fan					
3	Refrigerator					
4	Garbage Disposal					
5	Dishwasher					
6	Counters					
7	Sink					
8	Faucet					
9	Cabinets					
10	Light Fixtures/ Outlets					
11	Walls/Ceiling					
12	Windows/ Windowlocks					
13	Blinds					
14	Floor/ Molding					
15	Drains					
16	Other:					

Tenant Signature

Date

Tenant Signature

By signing move-in checklist Tenant(s) agrees that other than noted on the checklist, at the time of the move-in walkthrough there are no items in need of maintenance or repair attention, and agrees to accept the unit "as is," in its current condition.

Resident Manager Signature

Date

**ALL REPAIRS & CLEANING HAVE BEEN COMPLETED.**

Resident Manager Signature

**FORWARDING ADDRESS AND TEL#:**

Tenant Signature

Date

	Item	B/C/R	Move-in Description	B/C/R	Move-Out description	Chg ?
	<b>LIVINGRM.</b>					
17	Heater					
18	Doors					
19	Walls Molding					
20	Floor/Carpet					
21	Ceiling					
22	Windows/ Windowlocks					
23	Blinds					
24	Light Fixtures/ Outlets					
25	Closets					
26	Other:					
	<b>HALLWAY</b>					
47	Doors					
48	Light Fixtures/ Outlets					
49	Wall Heater					
50	Walls					
51	Floor/Carpet					
52	Windows/ Windowlocks					
53	Closet					
54	Other:					

**Notes and Details:**

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	Item	B/C/R	Move-in Description	B/C/R	Move-Out description	Chg ?
	<b>1st BDRM</b>					
27	Doors					
28	Walls/ Molding					
29	Floor/Carpet					
30	Ceiling					
31	Windows/Locks					
32	Blinds					
33	Lights / Outlets					
34	Heater					
35	Closets					
36	Other:					
	<b>2nd BDRM</b>					
37	Doors					
38	Walls/ Molding					
39	Floor/Carpet					
40	Ceiling					
41	Windows/Locks					
42	Blinds					
43	Lights / Outlets					
44	Heater					
45	Closets					
46	Other:					
	<b>3rd BDRM</b>					
27	Doors					
28	Walls/ Molding					
29	Floor/Carpet					
30	Ceiling					
31	Windows/Locks					
32	Blinds					
33	Lights / Outlets					
34	Heater					
35	Closets					

36	Other:					
	<b>Item</b>	<b>B/C/R</b>	<b>Move-in Description</b>	<b>B/C/R</b>	<b>Move-Out description</b>	<b>Chg ?</b>
	<b><i>BATHRM.</i></b>					
55	Toilet					
56	Vanity					
57	Sink					
58	TowelBars/Hook					
59	Tub / Shower					
60	Shower Rod					
61	Faucets/Shower					
62	Lights / Outlets					
63	Heater					
64	Toilet Paper Holder					
65	Vanity/MedCab					
66	Door					
67	Floor/Molding					
68	Windows/ Locks Blinds					
69	Walls/Ceiling					
70	Hair Trap					
71	Other:					
	<b><i>MISC.</i></b>					
72	Front Door Locks, Barlock					
73	Phone Jack					
74	Doorbell/ Intercom					
75	Cable Jack					
76	Smoke Detectors					
77	# of Keys issued/returned					
78	Unit defleaed?					
79	Carpet steam cleaned?					
80	Hauling and Dumping?					

81	Other:					
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