

**ALMONDWOOD APARTMENTS
MOVE-IN/MOVE-OUT CHECKLIST**

3 BEDROOM FLAT

UNIT # _____ MOVE IN DATE: _____ TIME: _____

MOVE OUT DATE: _____ TIME: _____

RESIDENTS: _____

The condition of this premises is clean, undamaged, in good working order and adequate for customary use unless otherwise noted hereon. Use codes and comments to describe exceptions.

**CODES: * Dirty * Filthy * CLN-Clean * TU-Touch Up Paint * PP-Partial Paint * FP- Full Paint
* RPR - repair * REP - Replace * SCR - Scratched * STN-Stained * NEW**

ENTRY	MOVE-IN INSPECTION	INITIAL INSPECTION	FINAL INSPECTION
Porch Light Globe			
Light Bulb- # working			
Front Door			
Entry Flooring- Tile or Vinyl			
Light Fixture			
Light Bulb			
LIVING ROOM	MOVE-IN INSPECTION	INITIAL INSPECTION	FINAL INSPECTION
Walls			
Switch Plate			
Ceiling			
Smoke Detector			
Flooring-Carpet or Vinyl			
Outlets			
Built-in Book Shelf			
Sliding Door/Tracks			
Screen Door			
Blinds			
PATIO/BALCONY	MOVE-IN INSPECTION	INITIAL INSPECTION	FINAL INSPECTION
Sliding Door/Tracks			
Screen Door			
Blinds			
Outside Light Fixture			
Light Bulb- # working			
Boards/Gate			
Cleanliness/Weeds			
DINING ROOM	MOVE-IN INSPECTION	INITIAL INSPECTION	FINAL INSPECTION
Walls			
Ceiling			
Flooring			
Light Fixture			
Light Bulb- # working			

KITCHEN	MOVE-IN INSPECTION	INITIAL INSPECTION	FINAL INSPECTION
Flooring			
Walls			
Outlets			
Switch Plate/Dimmer			
Ceiling			
Light Fixture			
Light Bulb- # working			
Cupboards			
Shelves/Drawers			
Countertops			
Sink / Faucet			
Garbage Disposal			
Under Sink			
STOVE/OVEN	MOVE-IN INSPECTION	INITIAL INSPECTION	FINAL INSPECTION
Stovetop- Outside			
Burners			
Drip Pans			
Controls/Knobs			
Oven- Interior Surface			
Oven Racks			
Light Bulb- # working			
Bottom Drawer			
MICROWAVE	MOVE-IN INSPECTION	INITIAL INSPECTION	FINAL INSPECTION
Outside Surface			
Handle			
Vent: Above Microwave or N/A			
Filter: Below Microwave			
Inside Surface			
REFRIGERATOR	MOVE-IN INSPECTION	INITIAL INSPECTION	FINAL INSPECTION
Inside Surface			
Light Bulb- # working			
Drawers/Crisper			
Outside Surface			
DISHWASHER	MOVE-IN INSPECTION	INITIAL INSPECTION	FINAL INSPECTION
Outside Surface			
Controls/Knobs			
Inside			
Silverware Holder/Basket			
HALLWAY BATHROOM	MOVE-IN INSPECTION	INITIAL INSPECTION	FINAL INSPECTION
Door			
Walls			
Outlets			
Ceiling			
Flooring			
Light Fixture			
Light Bulb- # working			
Exhaust Fan			

HALLWAY	MOVE-IN INSPECTION	INITIAL INSPECTION	FINAL INSPECTION
Walls			
Switch Plate			
Ceiling			
Flooring			
Light Fixture			
Light Bulb- # working			
Smoke Detector			
BATHROOM continued	MOVE-IN INSPECTION	INITIAL INSPECTION	FINAL INSPECTION
Medicine Cabinet			
Mirror			
Sink/Faucet			
Countertops			
Cabinets/Drawers			
Toilet Bowl/Seat			
Toilet Flush			
Toilet Paper Holder			
Towel Bars			
Shower Doors/Tracks			
Tub/Surround			
Shower Head			
Handles/Faucet			
Caulking			
UTILITY CLOSET	MOVE-IN INSPECTION	INITIAL INSPECTION	FINAL INSPECTION
Door			
Return Grill			
Hot Water Tank			
HVAC Filter			
COAT CLOSET	MOVE-IN INSPECTION	INITIAL INSPECTION	FINAL INSPECTION
Door			
Flooring			
Walls & Ceiling			
Rod/Shelving			
MASTER BEDROOM	MOVE-IN INSPECTION	INITIAL INSPECTION	FINAL INSPECTION
Door			
Walls			
Switch Plate			
Ceiling			
Flooring			
Outlets			
Light Fixture			
Light Bulb- # working			
Window/Tracks			
Window Screen			
Blinds			
Smoke Detector			

WALK-IN CLOSET	MOVE-IN INSPECTION	INITIAL INSPECTION	FINAL INSPECTION
Door			
Walls			
Switch Plate			
Ceiling			
Flooring			
Light Fixture			
Light Bulb- # working			
Rod/Shelving			
BATHROOM in Master Bed	MOVE-IN INSPECTION	INITIAL INSPECTION	FINAL INSPECTION
Door			
Walls			
Switch Plate			
Outlets			
Ceiling			
Flooring			
Light Fixture			
Light Bulb- # working			
Exhaust Fan			
Medicine Cabinet			
Mirror			
Sink / Faucet			
Countertops			
Cabinets/Drawers			
Toilet Bowl/Seat			
Toilet Flush			
Toilet Paper Holder			
Towel Bars			
Shower Doors/Tracks			
Tub/Surround			
Shower Head			
Handles/Faucet			
Caulking			
BEDROOM-RIGHT	MOVE-IN INSPECTION	INITIAL INSPECTION	FINAL INSPECTION
Door			
Walls			
Switch Plate			
Ceiling			
Flooring			
Light Fixture			
Light Bulb- # working			
Window/Tracks			
Window Screen			
Blinds			
Smoke Detector			

SLIDING CLOSET	MOVE-IN INSPECTION	INITIAL INSPECTION	FINAL INSPECTION
Door			
Walls			
Ceiling			
Flooring			
Rod/Shelving			
BEDROOM-LEFT	MOVE-IN INSPECTION	INITIAL INSPECTION	FINAL INSPECTION
Door			
Walls			
Switch Plate			
Ceiling			
BEDROOM continued	MOVE-IN INSPECTION	INITIAL INSPECTION	FINAL INSPECTION
Flooring			
Outlets			
Light Fixture			
Light Bulb- # working			
Window/Tracks			
Window Screen			
Blinds			
Smoke Detector			
SLIDING CLOSET	MOVE-IN INSPECTION	INITIAL INSPECTION	FINAL INSPECTION
Door			
Walls			
Ceiling			
Flooring			
Rod/Shelving			
COMMENTS:			
	MOVE-IN INSPECTION	INITIAL INSPECTION	FINAL INSPECTION
Date of Inspection:			
Resident:			
Resident:			
Resident:			
Resident:			
Resident:			
Resident:			
Inspector:			