



MOVE IN INSPECTION FORM  
(Becomes Part of Lease Agreement)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

It is a routine procedure for our maintenance crew to inspect an apartment prior to move-in and repair or replace items where necessary.

<u>Exterior</u>	<u>Note Condition</u>	<u>OK</u>
Locks/Mailbox-Entry-Hallway		
Doors		
Garage		
<u>Living Room/Dining Room</u>		
Walls/Ceiling		
Carpet		
Doors		
Windows/Screens		
Electrical		
Hardware		
Woodwork		
<u>Kitchen</u>		
Walls/Ceiling		
Floor		
Doors		
Windows/Screens		
Electrical		
Cabinets		
Disposal		
Dishwasher		
Refrigerator		
Range		
Hardware		
Plumbing		
Drapery Rods		
Range Hood		
Woodwork		
Countertops		

<b><u>Half-Bath</u></b>	
Walls/Ceilings	
Floor	
Doors	
Electrical	
Sink/Faucets/Commode	
Vanity	
Hardware	
Caulking	
Woodwork	
Towel Bars	
Windows/Screens	
<b><u>Full Bath #1</u></b>	
Walls/Ceilings	
Floor	
Doors	
Electrical	
Faucets/Commode/Shower	
Tub/Recess	
Vanity	
Hardware	
Caulking	
Woodwork	
Towel Bars	
Windows/Screens	
<b><u>Full Bath #2</u></b>	
Walls/Ceilings	
Floor	
Doors	
Electrical	
Faucet/Commode/Shower	
Tub/Recess	
Vanity	
Hardware	
Caulking	
Woodwork	
Towel Bars	
Windows/Screens	
<b><u>Master Bedroom</u></b>	
Walls/Ceiling	
Carpet	
Doors	
Windows/Screens	

Hardware	
Drapery Rods/Blinds/Drapes	
Woodwork	
Electrical	
<b><u>Bedroom #2</u></b>	
Walls/Ceiling	
Carpet	
Doors	
Windows/Screens	
Hardware	
Drapery Rods/Blinds/Drapes	
Woodwork	
Electrical	
<b><u>Bedroom #3</u></b>	
Walls/Ceiling	
Carpet	
Doors	
Windows/Screens	
Hardware	
Drapery Rods/Blinds/Drapes	
Woodwork	
Electrical	
<b><u>Basement/Utility Room</u></b>	
Walls/Ceiling	
Floors/Stairway	
Doors	
Electrical	
Furnace	
Water Heater	
Laundry Facilities	
Hardware	
Smoke Alarms	

Resident Signature	Date
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Agent Signature	Date
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