

MOVE-IN/ MOVE-OUT CHECKLIST FORM



DATE _____

Address:	Tenant:	New Phone (Home)	
City, State, Zip	Tenant:	(Work)	(Mobile)

	COMPONENT	MOVE IN	MOVE OUT	CHARGE	
Exterior Grounds	Grass	OK N/A			
	Shrubs	OK N/A			
	Trees	OK N/A			
	Mailbox	OK N/A			
	Fence	OK N/A			
	Pool/Hot tub	OK N/A			
Exterior Structure	Siding/Brick	OK N/A			
	Paint	OK N/A			
	Windows	OK N/A			
	Doors	OK N/A			
	Ext lights	OK N/A			
	Front Porch	OK N/A			
	Back deck/Patio	OK N/A			
	Chimney	OK N/A			
	Roof	OK N/A			
	Trim/Fascia	OK N/A			
	Gutters	OK N/A			
	Screens	OK N/A			
	Entry & Stairways	Door/Locks	OK N/A		
		Flooring	OK N/A		
Walls		OK N/A			
Ceiling		OK N/A			
Light/Fan		OK N/A			
Stairwell walls		OK N/A			
Stairway carpet		OK N/A			
Handrail		OK N/A			
Living Room		Carpet/Flooring	OK N/A		
	Walls/Ceiling	OK N/A			
	Woodwork	OK N/A			
	Windows/Blinds	OK N/A			
	Doors/Locks	OK N/A			
	Light fixtures	OK N/A			
	Ceiling fan	OK N/A			
	Outlets/Switches	OK N/A			
Fireplace	OK N/A				

"OK" does not mean that condition is perfect. OK means condition is consistent with normal wear and tear and does not indicate any tenant damage.
 "N/A" - Indicates "Not Applicable"

MOVE IN: Tenant's Initials _____ Manager's Initials _____ MOVE OUT: Tenant's Initials _____ Manager's Initials _____

Dining Room

COMPONENT	MOVE IN	MOVE OUT	CHARGE
Carpet/Flooring	OK N/A		
Walls/Ceiling	OK N/A		
Woodwork	OK N/A		
Windows/Blinds	OK N/A		
Doors/Locks	OK N/A		
Light fixtures	OK N/A		
Ceiling fan	OK N/A		
Outlets/Switches	OK N/A		

Den/Family Room

Carpet/Flooring	OK N/A		
Walls/Ceiling	OK N/A		
Woodwork	OK N/A		
Windows/Blinds	OK N/A		
Doors/Locks	OK N/A		
Light fixtures	OK N/A		
Ceiling fan	OK N/A		
Outlets/Switches	OK N/A		
Fireplace	OK N/A		

Kitchen/Breakfast Room

Flooring	OK N/A		
Refrigerator	N/A Model/Color:		
Range/Vent Hood	N/A Model/Color:		
Dishwasher	N/A Model/Color:		
Microwave	N/A Model/Color:		
Disposal	OK N/A		
Trash Compactor	OK N/A		
Cabinets	OK N/A		
Countertops	OK N/A		
Sink	OK N/A		
Walls/Ceiling	OK N/A		
Windows/Shades	OK N/A		
Light fixtures	OK N/A		
Ceiling fan	OK N/A		
Outlets/Switches	OK N/A		
Woodwork	OK N/A		
Pantry	OK N/A		
Doors/Locks	OK N/A		

Laundry Room

Washer/Dryer	N/A Model/Color:		
Flooring	OK N/A		
Walls/Ceiling	OK N/A		
Doors/Locks	OK N/A		
Lights & switches	OK N/A		
Vent	OK N/A		
Shelving	OK N/A		

"OK" does not mean that condition is perfect. OK means condition is consistent with normal wear and tear and does not indicate any tenant damage.
 "N/A" - Indicates "Not Applicable"

MOVE IN: Tenant's Initials _____ Manager's Initials _____ MOVE OUT: Tenant's Initials _____ Manager's Initials _____

		COMPONENT	MOVE IN	MOVE OUT	CHARGE
Bedroom		Carpet/Flooring	OK N/A		
		Walls/Ceiling	OK N/A		
		Windows/Blinds	OK N/A		
		Doors/Locks	OK N/A		
		Light/Ceiling fan	OK N/A		
		Closet	OK N/A		
		Outlets/Switches	OK N/A		
		Woodwork/Trim	OK N/A		
		Fireplace	OK N/A		
Bedroom		Carpet/Flooring	OK N/A		
		Walls/Ceiling	OK N/A		
		Windows/Blinds	OK N/A		
		Doors/Locks	OK N/A		
		Light/Ceiling fan	OK N/A		
		Closet	OK N/A		
		Outlets/Switches	OK N/A		
		Woodwork/Trim	OK N/A		
Bedroom		Carpet/Flooring	OK N/A		
		Walls/Ceiling	OK N/A		
		Windows/Blinds	OK N/A		
		Doors/Locks	OK N/A		
		Light/Ceiling fan	OK N/A		
		Closet	OK N/A		
		Outlets/Switches	OK N/A		
		Woodwork/Trim	OK N/A		
Bedroom		Carpet/Flooring	OK N/A		
		Walls/Ceiling	OK N/A		
		Windows/Blinds	OK N/A		
		Doors/Locks	OK N/A		
		Light/Ceiling fan	OK N/A		
		Closet	OK N/A		
		Outlets/Switches	OK N/A		
		Woodwork/Trim	OK N/A		
Bedroom		Carpet/Flooring	OK N/A		
		Walls/Ceiling	OK N/A		
		Windows/Blinds	OK N/A		
		Doors/Locks	OK N/A		
		Light/Ceiling fan	OK N/A		
		Closet	OK N/A		
		Outlets/Switches	OK N/A		
		Woodwork/Trim	OK N/A		

"OK" does not mean that condition is perfect. OK means condition is consistent with normal wear and tear and does not indicate any tenant damage.
 "N/A" - Indicates "Not Applicable"

MOVE IN: Tenant's _____ Manager's _____ MOVE OUT: Tenant's _____ Manager's _____
 Initials _____ Initials _____ Initials _____ Initials _____

Bathroom

COMPONENT	MOVE IN	MOVE OUT	CHARGE
Sink/Faucets	OK N/A		
Vanity/Cabinets	OK N/A		
Tub/Shower	OK N/A		
Commode	OK N/A		
Mirror	OK N/A		
Towel racks	OK N/A		
Flooring	OK N/A		
Walls/Ceiling	OK N/A		
Windows/Blinds	OK N/A		
Closet	OK N/A		
Lights/Switches	OK N/A		
Exhaust Fan	OK N/A		

Bathroom

Sink/Faucets	OK N/A		
Vanity/Cabinets	OK N/A		
Tub/Shower	OK N/A		
Commode	OK N/A		
Mirror	OK N/A		
Towel racks	OK N/A		
Flooring	OK N/A		
Walls/Ceiling	OK N/A		
Windows/Blinds	OK N/A		
Closet	OK N/A		
Lights/Switches	OK N/A		
Exhaust Fan	OK N/A		

Bathroom

Sink/Faucets	OK N/A		
Vanity/Cabinets	OK N/A		
Tub/Shower	OK N/A		
Commode	OK N/A		
Mirror	OK N/A		
Towel racks	OK N/A		
Flooring	OK N/A		
Walls/Ceiling	OK N/A		
Windows/Blinds	OK N/A		
Closet	OK N/A		
Lights/Switches	OK N/A		
Exhaust Fan	OK N/A		

Bathroom

Sink/Faucets	OK N/A		
Vanity/Cabinets	OK N/A		
Tub/Shower	OK N/A		
Commode	OK N/A		
Mirror	OK N/A		
Towel racks	OK N/A		
Flooring	OK N/A		
Walls/Ceiling	OK N/A		
Windows/Blinds	OK N/A		
Closet	OK N/A		
Lights/Switches	OK N/A		
Exhaust Fan	OK N/A		

OK does not mean that condition is perfect. OK means condition is consistent with normal wear and tear and does not indicate any tenant damage.
 N/A - Indicates "Not Applicable"

MOVE IN: Tenant's Initials _____ Manager's Initials _____ MOVE OUT: Tenant's Initials _____ Manager's Initials _____

		COMPONENT	MOVE IN	MOVE OUT	CHARGE
Garage/ Parking		Garage Doors	OK N/A		
		Openers/Remotes	OK N/A		
		Windows	OK N/A		
		Walls/Ceilings	OK N/A		
		Floor	OK N/A		
		Driveway	OK N/A		
Basement/ Mechanical Systems		Stairway	OK N/A		
		Floors/Walls	OK N/A		
		Windows/Blinds	OK N/A		
		Furnace/ AC	OK N/A		
		Water Heater	OK N/A		
		Breaker/Fuse box	OK N/A		
		Dehumidifier	OK N/A		
		Smoke Detectors	OK N/A		
		Alarm System	OK N/A		
		Intercom	OK N/A		
		Satellite Dish	OK N/A		
		Sprinkler system	OK N/A		
Misc.					

"OK" does not mean that condition is perfect. OK means condition is consistent with normal wear and tear and does not indicate any tenant damage.
 "N/A" - Indicates "Not Applicable"

NOTE TO TENANT: GEORGIA LAW REQUIRES THAT YOU ACKNOWLEDGE THE CORRECTNESS OF THE MOVE IN AND MOVE OUT INSPECTION REPORTS BY SIGNING SAME; OR, IF YOU DISAGREE, BY FILING A PROPERLY SIGNED WRITTEN STATEMENT OF DISSENT SETTING FORTH SPECIFICALLY THOSE ITEMS WITH WHICH YOU DISAGREE WITHIN 3 BANKING DAYS.

MOVE-IN INSPECTION: Tenant accepts responsibility for the above described residence "AS IS" with the conditions and notations described above. Tenant shall be responsible for the maintaining the residence in its present condition. Any damage, beyond normal wear and tear, will be the responsibility of Tenant.

 Manager's Signature Date Tenant's Signature Date Tenant's Signature Date

Keys Issued	Door _____	Mailbox _____	Pool _____
Keys Returned	Door _____	Mailbox _____	Pool _____

Garage Remotes Issued _____
Garage Remotes Returned _____

MOVE OUT INSPECTION: Today's inspection notes any damage beyond normal wear and tear and determines any charges to be assessed against the Tenant.

 Manager's Signature Date Tenant's Signature Date Tenant's Signature Date

MOVE IN: Tenant's Initials _____ Manager's Initials _____ MOVE OUT: Tenant's Initials _____ Manager's Initials _____