

TENANT MOVE-IN AND MOVE-OUT PROPERTY CHECKLIST **ALBERT HALL**

Before you move-in and upon moving-out, be sure to carefully complete this check-list.

Tenant Name(s):

Address & Apt. No.:	City:	State:	Zip:
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Move-In Date	Inspection Date:	Time:	By:
Move-Out Date	Inspection Date:	Time:	By:

Unless otherwise noted, the premises are in clean, good working order and undamaged. Use key below.

Key & Abbreviations:

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| <p>NC: Needs Cleaning
 NP: Needs Painting
 NR: Needs Repair
 SC: Scratched</p> | <p>NSC: Needs Spot Cleaning
 NSP: Needs Spot Painting
 RP: Needs Replacing
 Other:</p> |
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	Move-In	Move-Out	Cost		Move-In	Move-Out	Cost
LIVING ROOM				DISHWASHER			
Floor				Inside/parts			
Walls				Outside			
Ceiling				Controls			
Doors							
Windows				BATHROOM #1			
Screens				Floor			
Shades				Walls/Tile			
Closet				Ceiling			
Elec Fix.				Doors			
Light bulbs				Cabinets			
				Drawers			
KITCHEN				Sink			
Floor				Shelves			
Walls				Mirror			
Ceiling				Tub/Shower			
Doors				Caulking			
Windows				Counter			
Screens				Fan			
Curtain				Bowl/seat			
Cabinets				Towel rack			
Drawers				Window			
Sink				Elec Fix.			
Counters				Light bulbs			
Fan/Light							
Elec Fix.				BATHROOM #2			
Light bulbs				Floor			
				Walls/Tile			
REFRIGERATOR				Ceiling			
Inside/parts				Doors			
Outside				Cabinets			
Light				Drawers			
				Sink			
STOVE/OVEN				Shelves			
Outside				Mirror			
Burners				Tub/Shower			
Vent				Caulking			
Timer/Controls				Counter			
Surface				Fan			
Light				Bowl/seat			
Racks				Towel rack			
Drip pan				Window			
				Elec Fix.			
				Light bulbs			

BEDROOM #1	Move-In	Move-Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closet			
Shades/Blinds			
Elec Fix.			
Light bulbs			

BEDROOM #2	Move-In	Move-Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closet			
Shades/Blinds			
Elec Fix.			
Light bulbs			

BEDROOM #3	Move-In	Move-Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closet			
Shades/Blinds			
Elec Fix.			
Light bulbs			

ENTRANCE/HALL	Move-In	Move-Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			
Closet			
Shades/Blinds			
Elec Fix.			
Light bulbs			

DINING ROOM	Move-In	Move-Out	Cost
Floor			
Walls			
Ceiling			
Doors			
Windows			
Screens			

FRONT PORCH	Move-In	Move-Out	Cost
Elec Fix.			
Light bulbs			

BACK PORCH	Move-In	Move-Out	Cost
Elec Fix.			
Light bulbs			

GARAGE	Move-In	Move-Out	Cost
Floor			
Walls			
Ceiling			
Elec Fix.			
Light bulbs			

MECHANICAL	Move-In	Move-Out	Cost
Water Heater			
Smoke Det.			
Thermostat			
Furnace			
A/C			

# OF KEYS	Move-In	Move-Out	Cost
Front Door			
Mailbox			
other:			

Comments: _____

Move-In _____ Move-Out _____
 Date: _____ Signature: _____ / _____ Date: _____

Date: _____ Signature: _____ / _____ Date: _____

Date: _____ Signature: _____ / _____ Date: _____

We (the tenant(s)) understand that unless otherwise noted, all discrepancies will be the tenant's responsibility and will be deducted from the security deposit at the time of move-out.

Move-In _____ Move-Out _____
 Date: _____ Date: _____

Landlord/Agent Signature: _____ Landlord/Agent Signature: _____

Landlord and Tenant acknowledge that video and/or photos (digital or otherwise) have been taken of the premises. The original copies/files are in the possession of the Landlord / Teant.

Tenant's Forwarding Address:

