

MOVE-IN/MOVE-OUT REPORT

PROPERTY	<input type="checkbox"/> 60 DAY NOTICE GIVEN	TENANT
UNIT NO.	TENANT CODE	<input type="checkbox"/> <input checked="" type="checkbox"/> IF THIS IS A TRANSFER
MOVE-IN DATE	MOVE-OUT DATE	

The premises are being delivered in clean, sanitary, and good operating condition, with no spots, stains, marks or damages, unless otherwise noted below in the 'Move In Exceptions' box.

ITEM	MOVE-IN EXCEPTIONS	MOVE-OUT CONDITION	ITEMIZE BELOW. IF NECESSARY, THEN TRANSFER TO APPROPRIATE SECTION IN THE "ITEMIZED CHARGES" BOX
LIVING ROOM, DINING & HALLS	_____	_____	
Walls/Ceiling.....	_____	_____	
Floor/Carpet.....	_____	_____	
Closets/Doors/Locks.....	_____	_____	
Lights/Mirrors.....	_____	_____	
Drapes/Rods/Blinds.....	_____	_____	
Windows/Tracks/Screens....	_____	_____	
Fireplace.....	_____	_____	
KITCHEN	_____	_____	
Walls/Ceiling/Floor.....	_____	_____	
Counter Tops/Tile.....	_____	_____	
Cabinets/Closets.....	_____	_____	
Oven/Stove.....	_____	_____	
Hood/Fan/Lights.....	_____	_____	
Refrigerator.....	_____	_____	
Dishwasher.....	_____	_____	
Sink/Faucet/Disposal.....	_____	_____	
Windows/Doors/Screens.....	_____	_____	
BEDROOMS	Specify Bedrooms #1, #2, or #3	Specify Bedrooms #1, #2, or #3	
Walls/Ceiling.....	_____	_____	
Floor/Carpet.....	_____	_____	
Lights/Mirrors.....	_____	_____	
Drapes/Rods/Blinds.....	_____	_____	
Windows/Tracks/Screens....	_____	_____	
Closets/Doors/Shelves.....	_____	_____	
BATHROOMS	Specify Bathrooms #1, #2, or #3	Specify Bathrooms #1, #2, or #3	
Walls/Ceiling.....	_____	_____	
Floor.....	_____	_____	
Cabinets/Mirrors.....	_____	_____	
Sink.....	_____	_____	
Tub/Shower.....	_____	_____	
Tile/Grout.....	_____	_____	
Lights/Vent Fan.....	_____	_____	
Toilets.....	_____	_____	
Windows/Doors.....	_____	_____	
Towel Bars/Accessories.....	_____	_____	
Washer/Dryer.....	_____	_____	
Heat/Air Conditioning.....	_____	_____	
Balcony/Deck/Patio.....	_____	_____	
Storage/Parking Area.....	_____	_____	
Garden/Plants/Grass.....	_____	_____	
.....Number of	Unit Entry Mailbox Other	Unit Entry Mailbox Other	
Keys.....	_____	_____	
MOVE-IN COMMENTS		MOVE-OUT COMMENTS	
_____		_____	
_____		_____	
_____		_____	
(CONTINUE ON BACK)		_____	
<i>Tenant has inspected the above premises prior to occupancy and accepts it with the conditions and/or exceptions noted above. Tenant agrees to deliver the premises in like condition upon termination of tenancy, normal wear and tear excepted.</i>		_____	
Tenant _____ Date _____		_____	
Manager _____ Date _____		_____	

ITEMIZED CHARGES

Unit Locks (rekey/replace) \$ _____	Unit Key \$ _____	Common Area Entry Key \$ _____	Mailbox \$ _____	TOTAL \$ _____
General Cleaning \$ _____	Carpet Cleaning \$ _____	Paint (labour & materials) \$ _____	Debris Removal (non-house labour) \$ _____	TOTAL \$ _____
All In-house Labour (non-paint) \$ _____	In-house Repair, Materials \$ _____	Subcontractor Repair \$ _____	TOTAL \$ _____	TOTAL CHARGES: \$ _____

CREDITS/SUMMARY OFFICE USE ONLY

Security Deposit.....	\$ _____
Prepaid Rent: from _____ to _____	\$ _____
Other: _____	\$ _____
TOTAL CREDITS.....	\$ _____
Less TOTAL CHARGES.....	\$ _____
<input type="checkbox"/> Balance Due from Tenant: Received on _____	\$ _____
<input type="checkbox"/> Refund to Tenant: Issued on _____	\$ _____

FORWARDING ADDRESS

New Telephone # _____

MANAGERS SIGNATURE _____ DATE _____