

# MOVE-IN/MOVE-OUT INSPECTION CHECKLIST

Tenant \_\_\_\_\_ Address \_\_\_\_\_ Date \_\_\_\_\_

**CODES**

- G GOOD
- NW NORMAL WEAR
- D DAMAGED
- NC NEEDS CLEANING



Form must be returned within 7 days of receiving keys to the unit. Return to office, by email to [admin@fshouses.com](mailto:admin@fshouses.com) or attach to a maintenance request using Property Meld via the tenant portal.

ITEM	MOVE-IN				COMMENTS
	G	NW	D	NC	
<b>KEYS</b>					
Apartment Door					
Mail Box					
<b>LIVING ROOM/DINING ROOM</b>					
Walls/Ceiling					
Flooring/Carpet					
Doors					
Glass					
Drapes/Blinds/Shades					
<b>KITCHEN</b>					
Overall Cleanliness					
Range/Oven					
Refrigerator					
Counter Tops/Cabinets					
Sink					
Dishwasher					
Garbage Disposal					
Floor					
Glass					
Walls/Ceiling					
<b>HALLS</b>					
Walls/Ceiling					
Flooring/Carpets					
Doors					
<b>BEDROOM #1</b>					
Walls/Ceiling					
Flooring/Carpets					
Closet/Closet Door					
Door					
Glass					
Drapes					
Blinds/Shades					

G      NW      D      NC

BATH		
Overall Cleanliness		
Tub/Shower		
Sink		
Commode/Seat		
Tile		
Vanity		
Medicine Cabinet		
Flooring		
Door		
Glass		
BEDROOM #2		
Walls/Ceiling		
Flooring/Carpets		
Closet/Closet Door		
Door		
Glass		
Drapes		
Blinds/Shades		
MISCELLANEOUS		
Smoke Detectors		
Fire Extinguishers		
Storage Room		
Garage		
Heating/Air Conditioning		
Furniture		
Fireplace		

**Notes**

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Tenant Signature

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