

TENANT	APT. NO.	MOVE IN INSPECTOR	DATE	MOVE OUT INSPECTOR	DATE
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Prior to moving in, the tenant is required to inspect the apartment with an apartment complex employee and note any discrepancies in the condition of the apartment. The same procedure will be followed when the tenant moves out.

LEGEND

S - Satisfactory

NC - Needs Cleaning

N/A - Not Applicable

NR - Needs Repair

ITEM		MOVE IN	MOVE OUT
KEYS	APT DOOR		
	MAILBOX		
LDR	WALLS/CEILING		
	FLOORING/CARPET		
	DOORS		
	GLASS		
KITCHEN	OVERALL CLEANLINESS		
	STOVE		
	REFRIGERATOR		
	COUNTERTOPS/CABINETS		
	SINK		
	DISHWASHER		
	GARBAGE DISPOSAL		
	FLOOR		
	GLASS		
HALL	WALLS/CEILING		
	FLOORING/CARPETS		
	DOORS		

ITEM		MOVE IN	MOVE OUT
B R # 1	WALLS/CEILING		
	FLOORING/CARPET		
	CLOSET/CLOSET DOOR		
	DOORS		
	GLASS		
	WINDOW TREATMENTS		
B A T H # 1	OVERALL CLEANLINESS		
	TUB/SHOWER		
	SINK		
	TOILET		
	SEAT		
	VANITY		
	MEDICINE CABINET		
	FLOORING		
	DOORS		
GLASS			
B R # 2	WALLS/CEILING		
	CLOSET/CLOSET DOOR		
	DOORS		
	GLASS		
		TENANT SIGNATURE	TENANT SIGNATURE