

Move-In Condition Form

****This form must be completed and turned back into LANDLORD within 7 business days of taking possession, otherwise the property will be considered new upon move in. ****

The attached “Condition and Inventory Checklist” is provided to you at lease signing for you to fill out and annotate the condition of the property upon your move in. **This report is to be completed within the first 7 days of you receiving the responsibility of the property, i.e. receiving the keys.** Once you have completed it, sign, and date the report, and return it to the Landlord. The signed original will be maintained on file by Landlord. When you move out, an inspection will be completed after you have completely vacated. The property will be inspected and compared against this checklist.

EMAIL TO: REMAXRGPMO@GMAIL.COM

MAIL TO: 12265 ORACLE BLVD, COLORADO SPRINGS, CO 80921

DO NOT TAKE PHOTOS OF FORM FROM YOUR PHONE AND EMAIL.
FORM MUST BE SCANNED, MAILED or DROPPED OFF AT OUR OFFICE.

Texting or verbal communication regarding move in conditions is not valid and will not be accepted.

This is not a maintenance request form. All maintenance requests must be submitted through your tenant portal.

Move in conditions forms are critical to your move out charges. They document any and everything you may see or could eventually be charged for outside of normal wear and tear. They are critical for tenants to show that they had documentation at the time of move in. Re/Max PMO works very hard to ensure every property is monitored prior, during and after occupancy. We take photos and notes of everything found and repaired. You as the tenant need to follow the guidelines and return the move in conditions form within the allowed 7 days after moving in to guarantee you have a voice in your move out.

If we do not receive this then you are agreeing to use our notes and photos as a guide for what will be charged to the tenant at move out.

This is also in place of a pre move out inspection WHICH WILL NOT BE PERFORMED WITH A TENANT PRIOR TO MOVE OUT OR KEY RETURN.

You also will not receive an update on any security deposit depositions until our 60-day window to return has been completed or you have received our security deposition early. At that time any communication in regard to security deposit must be submitted in writing through email correspondence only within 10 days of retrieval of the security deposit disposition.

Tenant Move-in Inspection Form

Address:

Tenant(s):

Move-in Date:

Living Room:

Area	OK	NEEDS ATTENTION	Notes
Walls			
Baseboards			
Flooring			
Screens / Windows			
Doors / Locks			
Light Fixtures			
Smoke Detector(s)			
Other			

Kitchen:

Area	OK	NEEDS ATTENTION	Notes
Walls			
Cabinets / Pulls			
Baseboards			
Flooring			
Counters			

Light Fixtures			
Faucet			
Stove / Range			
Fridge			
Microwave			
Dishwasher			
Smoke Detector(s)			
Range Hood			
Windows / Screens			
Doors / Hardware			
Other			

Dining Room:

Area	OK	NEEDS ATTENTION	Notes
Walls			
Baseboards			
Flooring			
Windows / Screens			
Light Fixtures			
Smoke Detector(s)			
Other			

Master Bathroom/ Bath 1:

Area	OK	NEEDS ATTENTION	Notes
Walls			
Baseboards			

Flooring			
Windows / Screens			
Mirror(s)			
Faucet(s)			
Cabinets / Pulls			
Sink			
Towel Rack(s)			
Tub / Shower			
Toilet			
Exhaust Fan			
Door / Hardware			
Other			

Bathroom 2:

Area	OK	NEEDS ATTENTION	Notes
Walls			
Baseboards			
Flooring			
Windows / Screens			
Mirror(s)			
Faucet(s)			
Cabinets / Pulls			
Sink			
Towel Rack(s)			
Tub / Shower			
Toilet			

Exhaust Fan			
Door / Hardware			
Other			

Bathroom 3:

Area	OK	NEEDS ATTENTION	Notes
Walls			
Baseboards			
Flooring			
Windows / Screens			
Mirror(s)			
Faucet(s)			
Cabinets / Pulls			
Light Fixture(s)			
Sink			
Towel Rack(s)			
Tub / Shower			
Toilet			
Exhaust Fan			
Door / Hardware			
Other			

Bathroom 4 :

Area	OK	NEEDS ATTENTION	Notes
Walls			
Baseboards			

Flooring			
Windows / Screens			
Mirror(s)			
Faucet(s)			
Cabinets / Pulls			
Light Fixture(s)			
Sink			
Towel Rack(s)			
Tub / Shower			
Toilet			
Exhaust Fan			
Door / Hardware			
Other			

Master Bedroom:

Area	OK	NEEDS ATTENTION	Notes
Walls			
Baseboards			
Light Fixture(s)			
Flooring			
Door(s) /Hardware			
Closet(s)			
Windows / Screens			
Other			

Bedroom 2:

Area	OK	NEEDS	Notes
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		ATTENTION	
Walls			
Baseboards			
Light Fixture(s)			
Flooring			
Door(s) /Hardware			
Closet(s)			
Windows / Screens			
Other			

Bedroom 3:

Area	OK	NEEDS ATTENTION	Notes
Walls			
Baseboards			
Light Fixture(s)			
Flooring			
Door(s) /Hardware			
Closet(s)			
Windows / Screens			
Other			

Bedroom 4:

Area	OK	NEEDS ATTENTION	Notes
Walls			
Baseboards			
Light Fixture(s)			

Flooring			
Door(s) /Hardware			
Closet(s)			
Windows / Screens			
Other			

Bedroom 5:

Area	OK	NEEDS ATTENTION	Notes
Walls			
Baseboards			
Light Fixture(s)			
Flooring			
Door(s) /Hardware			
Closet(s)			
Windows / Screens			
Other			

Other:

Area	OK	NEEDS ATTENTION	Notes

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Tenant Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

Landlord Signature: _____ Date: _____