

Property Address: _____ Date: _____

This form is very important for the the move OUT process. Write down any issues/flaws you notice at the home and return to the office within 5 days of moving into the home.
NOTE: THIS IS NOT A WORK ORDER FORM. This form is intended for documenting any issues/flaws with the home at the time of move in.
ALL REQUEST FOR EXPECTED MAINTENANCE SHOULD GO THROUGH TENANT ONLINE PORTAL.

	Location	Condition
Baseboards		
Appliances		
Windows		
Floors		
General		
Additional Comments:		

Flooring	Location	Condition
Tile		
Laminate		
Carpet		
Hardwood		
Transition Pieces		
Additional Comments:		

Paint/Walls	Location	Condition
Paint		
Walls		
Ceilings		
Trim/Baseboards		
Additional Comments:		

Property Address: _____

Electrical

Location

Condition

Bulbs		
Fixtures		
Vents/Fans		
Breaker Panel		
Additional Comments:		

Plumbing

Location

Condition

Sinks		
Tubs		
Showers		
Additional Comments:		

Appliances

Condition

Refrigerator	
Oven	
Dishwasher	
Disposal	
Microwave	
Additional Comments:	

Compliance

Location

Condition

Smoke Alarms		
Carbon Monoxide		Only if Gas is present
Heater/Air Conditioner		
Water Heater		
Fire Extinguisher		

Property Address: _____

Miscellaneous	Location	Condition
Cabinet/Drawers		
Doors		
Counter tops		
Blinds		
Pest		
Additional Comments:		

Exterior	Condition
Siding	
Shutters	
Roof/Awnings	
Windows	
Driveway	
Garage	
Landscaping	
Porches & Patios	
Locks/Keys	
Fencing	

Additional Comments:

Date returned to office: _____
Tenant(s) Signature: _____
Agent Signature: _____