

**Open House Realty LLC**  
**MOVE-IN AND MOVE-OUT INSPECTION FORM**

Tenant(s): \_\_\_\_\_

Address of Rental Unit: \_\_\_\_\_

Date of Move-In: \_\_\_\_\_ Amount of Security Deposit \$ \_\_\_\_\_

To be Deposited in: \_\_\_\_\_

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Landlord or Agent**

**INSPECTION CHECKLIST & INVENTORY REPORT**

*NOTICE TO TENANTS: Any conditions in the rental premises that are in need of repair, replacement or correction at the time of your Move-In Inspection should be noted on this form and/or given to Landlord in writing within five (5) days of occupancy.*

Area / Item	Move-In Condition	Move-Out Condition	Repair Charges, if any
<i>Kitchen:</i>			
Walls			
Ceiling			
Floor			
Refrigerator			
Stove / oven			
Sink			
Garbage disposal			
Fans / exhaust			
Countertops			
Cabinets			
Dishwasher			
Lighting			

<b>Area / Item</b>	<b>Move-In Condition</b>	<b>Move-Out Condition</b>	<b>Repair Charges, if any</b>
<b><i>Living Room / Dining Room:</i></b>			
Walls			
Ceiling			
Floors / carpets			
Lighting / ceiling fans			
Mirrors			
Closets			
Windows / screens			
Doors / locks			
Fireplace & mantel			
<b><i>Bedrooms:</i></b>			
Walls			
Ceiling			
Floors / carpets			
Lighting / ceiling fan			
Mirrors			
Closets			
Windows / screens			
Doors / locks			
<b><i>Bathroom:</i></b>			
Walls			
Ceiling			
Floors / carpets			
Lighting / ceiling fan			
Mirrors			
Cabinets			
Windows / screens			
Doors / locks			

Area / Item	Move-In Condition	Move-Out Condition	Repair Charges, if any
Sinks			
Bathtub / shower			
Toilet			
Towel bars / accessories			
<i>Other Areas:</i>			
Patio / deck / balcony			
Pool or Spa			
Furnace			
Air conditioning			
Smoke detectors (note how many are in unit)			
Garage door			
Fences			
Storage area(s)			
Parking stall			
Basement			
<i>Tenant Comments at Move-In:</i>			

Tenant has inspected the above premises prior to occupancy and accepts it with the conditions and/or exceptions noted above. Tenant acknowledges this report as part of the lease with the Landlord for the above premises. Tenant agrees to return the premises in like condition upon termination of tenancy, normal wear and tear excepted.

\_\_\_\_\_  
Date

\_\_\_\_\_  
TENANT

\_\_\_\_\_  
Date

\_\_\_\_\_  
TENANT

*Comments at Move-Out:*

Tenant's Forwarding Address: \_\_\_\_\_  
\_\_\_\_\_

Phone No(s): \_\_\_\_\_

**CHARGES**

**SECURITY & OTHER DEPOSITS**

Repairs	\$ _____
Painting	\$ _____
Appliances	\$ _____
Carpet	\$ _____
Windows	\$ _____
General	\$ _____
Overdue/Unpaid Rent	\$ _____
Late Charges	\$ _____
Other	\$ _____
<b>TOTAL CHARGES</b>	<b>\$ _____</b>

Security Deposit	\$ _____
Pet Deposit	\$ _____
Additional Deposits	\$ _____
<b>TOTAL DEPOSITS:</b>	<b>\$ _____</b>
<b>TOTAL CHARGES:</b>	<b>\$ _____</b>
<b>Balance due Tenant:</b>	<b>\$ _____</b>
(Total deposits less total charges)	
<b>Balance due from Tenant:</b>	<b>\$ _____</b>

**DETAILS:**

**Report Prepared By:**

Move-In:

Move-Out:

\_\_\_\_\_  
Date                      Name

\_\_\_\_\_  
Date                      Name