Move-In / Move-Out Inspection Form

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Move-In Inspection: New Tenants are to use this form to note all items that are damaged, unclean, or inoperable. Tenant must complete this form within 2 days of occupancy. Failure to do so waives any claims of pre-existing conditions. Landlord assumes no pre-existing deficiencies. Tenants should keep a copy of this form for their records.

Move-Out Inspection: The move-out inspection will be performed with or without the tenant. The following requirements are necessary to schedule a move-out inspection: (1) Tenant must schedule at least one week in advance and prior to move out date and turning in keys (2) The unit must be completely vacated (3) Every attempt to clean thoroughly prior to the inspection should be taken, for there is no follow-up inspection. Failure to comply with the above requirements and if the property requires cleaning, the tenants will be charged for the cleaning of the premises. At no time during the inspection will estimates of cleaning or repair costs be discussed or promised. Your lease contains details of any further move-out requirements.

Cleaning Tips

- 1. Clean from room to room.
- 2. Start high and work your way down. Ceiling, light fixtures, windows and blinds, walls, then floors last.
- 3. Vacuum out drawers and cabinets first and then clean out.
- 4. Use Rustic Touch on wood cabinets after you have cleaned them.
- 5. Wash metal floor vents in the dishwasher or soak in Lemon-Brite and water solution before cleaning. This is also a quick way to keep many light fixtures clean as well.
- 6. Use Tub & Tile and a toothbrush to clean around faucet handles.
- 7. Use Tub & Tile to clean bath fixtures and showers, then buff with a dry towel or glass cleaner on chrome for a streak free finish.
- 8. Use pumice stone to remove hard water stains in toilets.
- 9. Vacuum window and patio door tracks, then use solution with toothbrush to clean well.
- 10. Vacuum carpets.
- 11. Use self clean feature of oven first. Then use oven cleaner.
- 12. Use degreaser(Purple Power is a popular product) and scrub brush to remove oil from driveway, garage, or storage.
- 13. Refrigerator rolls out to clean underneath and behind. With some hardwood floors it is advisable to put down cardboard or towels to prevent scratching.
- 14. Stove drawer pulls out to clean underneath.

Move-In Date	Tenant Signature	Printed Name
Move-Out Date	Tenant Signature	Printed Name
Move-Out Date	Move-Out Inspector	Printed Name
ADDRESS:	-	
RETURN BY	_	

Morgan Property Management, Inc.

www.MorganIdaho.com

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Date:	Address:		
	20		
Entry	Notes	Exterior	Notes
Baseboards/Trim		All Doors	
Closet/Closet Doors		Driveway- Greaseless	
Door (in/out), Hinges		Front Door Light	
Door (lock, striker, stop)		Gutters/Roof	
Floor / Carpet / Vinyl		Lawn	
Floor / Ceiling Vents		Mailbox	
Front Door (in/outside)		Outlets/Covers	
Light Fixture / Bulbs		Patio Light	
Outlets/Switches/Plates		Patio/Balcony	
Smoke Detector / Battery		Pool/Spa	
Threshold / Weather Strip		Siding/Trim	
Walls and Ceiling			
Window Screen/Covering			
Window Track/Lock/Sill			
		Utility Room	Notes
		Baseboards/Trim	
		Cabinet Doors/Hinges	
		Cabinets (Inside /Out)	
		Door (In/Out) Hinges	
Living Room	Notes	Door (lock, striker, stop)	
Baseboards/Trim		Drawers (Faces/Tracks)	
Cabinet Doors / Hinges		Drawers (Inside/Out)	
Cabinets (Inside/Out)		Dryer and Dryer Vent	
Ceiling Fan / Light Bulb		Exhaust Vent	
Closet / Closet Door		Faucet and plumbing	
Door (in/out) Hinges		Floor / Carpet / Vinyl	
Door (lock, striker, stop)		Floor / Ceiling Vents	
Drawers (Faces/Tracks)		Furnace / Filters	
Drawers (Inside/Out)		Light Fixture / Bulbs	
Floor / Carpet / Vinyl		Outlets/Switches/Plates	
Floor / Ceiling Vents		Shelving	
Light Fixtures / Bulbs		Sink/Strainer/Sprayer	
Outlets/Switches/Plates		Walls and Ceiling	
Patio Blinds/Drapes		Washer and drain line	
Patio Slider and Screen		Washer supply line	
Phone/Cable Jack		Water Heater	
Return Air Vent		Window Screen/Covering	
Shelving		Window Track/Lock/Sill	
Smoke Detector / Battery			
Wall/Window A/C / Filter			
Walls and Ceiling		 	
Window Screen/Covering			
Window Track/Lock/Sill		A/C UNIT	
		WATER HEATER	
		WILLIAM	
		FURNACE FILTERS	
		FUNIACE FILTERS	
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Dining Room	Notes	Garage	Notes
Baseboards/Trim	110105	Baseboards/Trim	110103
Cabinet Doors / Hinges		Cabinet Doors / Hinges	
Cabinets (Inside/Out)		Cabinets (Inside/Out)	
Ceiling Fan / Light Bulb		Carport	
Closet / Closet Door		Door (Inside/Out) Hinges	
Door (in/out) Hinges		Door (Lock/Striker/Stop)	
Door (lock, striker, stop)		Floor / Carpet / Vinyl	
Drawers (Faces/Tracks)		Furnace	
Drawers (Inside/Out)		Light Fixture / Bulbs	
Floor / Carpet / Vinyl		Outlets/Switches/Plates	
Floor / Ceiling Vents		Overhead Door open/lock	
Light Fixtures / Bulbs		Shelving Threshold / weather strip	
Outlets/Switches/Plates Pantry / Shelving		Walls and Ceiling	
Patio Blinds/Drapes		Window Screen/Covering	
Patio Slider and Screen		Window Screen/Covering Window Track/Lock/Sill	
Phone/Cable Jack		Window Track/Lock/Sili	
Return Air Vent		Stairs / Landings	Notes
Smoke Detector / Battery		Banister / Handrails	Titoves
Wall/Window A/C / Filter		Baseboards / Trim	
Walls and Ceiling		Floor / Carpet / Vinyl	
Window Screen/Covering		Light Fixture / Bulbs	
Window Track/Lock/Sill		Outlets/Switches/Plates	
		Return Air Vent	
Kitchen	Notes	Smoke Detector / Battery	
Baseboards/Trim		Walls and Ceiling	
Cabinet Doors / Hinges		Window Screen/Covering	
Cabinets (Inside/Out)		Window Track/Lock/Sill	
Claset / Claset Deer		<u> </u>	
Closet / Closet Door Counters / Backsplash		<u> </u>	
Dishwasher (Inside/Out)		+	
Dishwasner (Inside/Out) Dishwasner Racks/Basket		Bonus / Family Room	Notes
Door (in/out) Hinges		Baseboards/Trim	110105
Door (lock, striker, stop)		Cabinet Doors / Hinges	
Drawers (Faces/Tracks)		Cabinets (Inside/Out)	
Drawers (Inside/Out)		Ceiling Fan / Light Bulb	
Faucet and plumbing		Closet / Closet Door	
Floor / Carpet / Vinyl		Door (in/out) Hinges	
Floor / Ceiling Vents		Door (lock, striker, stop)	
Garbage Disposal / Cover		Drawers (Faces/Tracks)	
Light Fixtures / Bulbs		Drawers (Inside/Out)	
Microwave / Bulb		Floor / Carpet / Vinyl	
Outlets/Switches/Plates		Floor / Ceiling Vents	
Oven Elements / Racks Oven Inside/Out		Light Fixtures / Bulbs Outlets/Switches/Plates	
Oven Light / Drawer		Patio Blinds/Drapes	
Pantry		Patio Slider and Screen	
Paper Towel Holder		Phone/Cable Jack	
Patio Blinds/Drapes		Return Air Vent	
Patio Slider and Screen		Shelving	
Phone/Cable Jack		Smoke Detector / Battery	
Refrigerator Light Bulb		Wall/Window A/C / Filter	
Refrigerator/freezer in/out		Walls and Ceiling	
Return Air Vent		Window Screen/Covering	
Shelving		Window Track/Lock/Sill	
Sink / Strainer / Sprayer			
Smoke Detector / Battery			
Stove Hood/Fan/Filter/Bulb			
Stove Elements/Drip Pans			
Walls and Cailing			
Walls and Ceiling			
Window Screen/Covering Window Track/Lock/Sill		+	
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Bedroom #1	Notes	Bathroom #1
Baseboards/Trim Cabinet Deers / Hinges		Baseboards / Trim Bath / Tub / Shower
Cabinet Doors / Hinges Cabinets (Inside/Out)		Cabinet Doors / Hinges
Ceiling Fan / Light Bulb		Cabinets (Inside/out)
Closet / Closet Door		Closet / Closet Doors
Door (in/out) Hinges		Counters / Backsplash
Door (lock, striker, stop)		Door (Inside/Out) Hinges
Floor / Carpet / Vinyl		Door (Lock, Striker, Stop)
Floor / Ceiling Vents		Drain and Drain Stop
Light Fixtures / Bulbs		Drawers (Faces / Tracks)
Outlets/Switches/Plates		Drawers (Inside/Out)
Patio Blinds/Drapes		Exhaust Fan
		Faucet and Plumbing
Patio Slider and Screen		
Phone/Cable Jack		Floor / Carpet / Vinyl
Shelving		Floor / Ceiling Vents
Smoke Detector / Battery		Light Fixture / Bulbs
Walls and Ceiling		Medicine Cabinet / Mirror
Window Screen/Covering		Outlets/Switches/Plates
Window Track/Lock/Sill		Shelving
		Shower Door/Curtain Rod
		Shower Head and Valves
		Sink and Stopper
Bedroom #2	Notes	Toilet, tank, flapper, valve
Baseboards/Trim		Towel ring/bar, TP holder
Cabinet Doors / Hinges		Tub Spout / Diverter
Cabinets (Inside/Out)		Vanity Light Bulbs
Ceiling Fan / Light Bulb		Walls and Ceiling
Closet / Closet Door		Window Screen/Covering
Door (in/out) Hinges		Window Track/Lock/Sill
Door (lock, striker, stop)		
Floor / Carpet / Vinyl		
Floor / Ceiling Vents		
Light Fixtures / Bulbs		Bathroom #2
Outlets/Switches/Plates		Baseboards / Trim
Patio Blinds/Drapes		Bath / Tub / Shower
Patio Slider and Screen		Cabinet Doors / Hinges
Phone/Cable Jack		Cabinets (Inside/out)
Shelving		Closet / Closet Doors
Smoke Detector / Battery		Counters / Backsplash
Walls and Ceiling		Door (Inside/Out) Hinges
Window Screen/Covering		Door (Lock, Striker, Stop)
Window Track/Lock/Sill		Drain and Drain Stop
		Drawers (Faces / Tracks)
		Drawers (Inside/Out)
		Exhaust Fan
Bedroom #3	Notes	Faucet and Plumbing
Baseboards/Trim		Floor / Carpet / Vinyl
Cabinet Doors / Hinges		Floor / Ceiling Vents
Cabinets (Inside/Out)		Light Fixture / Bulbs
Ceiling Fan / Light Bulb		Medicine Cabinet / Mirror
Closet / Closet Door		Outlets/Switches/Plates
Door (in/out) Hinges		Shelving
Door (lock, striker, stop)		Shower Door/Curtain Rod
Floor / Carpet / Vinyl		Shower Head and Valves
Floor / Ceiling Vents		Sink and Stopper
Light Fixtures / Bulbs		Toilet, tank, flapper, valve
Outlets/Switches/Plates		Towel ring/bar, TP holder
Patio Blinds/Drapes Patio Slider and Screen		Tub Spout / Diverter Vanity Light Bulbs
Phone/Cable Jack		Walls and Ceiling
Shelving Control of the Control of t		Window Screen/Covering
Smoke Detector / Battery		Window Track/Lock/Sill
Walls and Ceiling		
Window Screen/Covering		
Window Track/Lock/Sill		
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Bathroom #1	Notes
Baseboards / Trim Bath / Tub / Shower	
Cabinet Doors / Hinges	
Cabinets (Inside/out)	
Closet / Closet Doors	
Counters / Backsplash	
Door (Inside/Out) Hinges	
Door (Lock, Striker, Stop)	
Drain and Drain Stop	
Drawers (Faces / Tracks)	
Drawers (Inside/Out)	
Exhaust Fan	
Faucet and Plumbing	
Floor / Carpet / Vinyl	
Floor / Ceiling Vents	
Light Fixture / Bulbs Medicine Cabinet / Mirror	
Outlets/Switches/Plates	
Shelving	
Shower Door/Curtain Rod	
Shower Head and Valves	
Sink and Stopper	
Toilet, tank, flapper, valve	
Towel ring/bar, TP holder	
Tub Spout / Diverter	
Vanity Light Bulbs	
Walls and Ceiling	
Window Screen/Covering Window Track/Lock/Sill	
WIIIQOW TTACK/LOCK/SIII	
Bathroom #2	Notes
	110162
Baseboards / Trim	rotes
Baseboards / Trim Bath / Tub / Shower	notes
Baseboards / Trim Bath / Tub / Shower Cabinet Doors / Hinges	notes
Baseboards / Trim Bath / Tub / Shower Cabinet Doors / Hinges Cabinets (Inside/out)	notes
Baseboards / Trim Bath / Tub / Shower Cabinet Doors / Hinges Cabinets (Inside/out) Closet / Closet Doors	notes
Baseboards / Trim Bath / Tub / Shower Cabinet Doors / Hinges Cabinets (Inside/out) Closet / Closet Doors Counters / Backsplash	INOTES
Baseboards / Trim Bath / Tub / Shower Cabinet Doors / Hinges Cabinets (Inside/out) Closet / Closet Doors Counters / Backsplash Door (Inside/Out) Hinges	INOTES
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Baseboards / Trim Bath / Tub / Shower Cabinet Doors / Hinges Cabinets (Inside/out) Closet / Closet Doors Counters / Backsplash Door (Inside/Out) Hinges Door (Lock, Striker, Stop) Drain and Drain Stop Drawers (Faces / Tracks)	INORES
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Baseboards / Trim Bath / Tub / Shower Cabinet Doors / Hinges Cabinets (Inside/out) Closet / Closet Doors Counters / Backsplash Door (Inside/Out) Hinges Door (Lock, Striker, Stop) Drain and Drain Stop Drawers (Faces / Tracks) Drawers (Inside/Out) Exhaust Fan Faucet and Plumbing	INDICS
Baseboards / Trim Bath / Tub / Shower Cabinet Doors / Hinges Cabinets (Inside/out) Closet / Closet Doors Counters / Backsplash Door (Inside/Out) Hinges Door (Lock, Striker, Stop) Drain and Drain Stop Drawers (Faces / Tracks) Drawers (Inside/Out) Exhaust Fan Faucet and Plumbing Floor / Carpet / Vinyl	INDICS
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Baseboards / Trim Bath / Tub / Shower Cabinet Doors / Hinges Cabinets (Inside/out) Closet / Closet Doors Counters / Backsplash Door (Inside/Out) Hinges Door (Lock, Striker, Stop) Drain and Drain Stop Drawers (Faces / Tracks) Drawers (Inside/Out) Exhaust Fan Faucet and Plumbing Floor / Carpet / Vinyl Floor / Ceiling Vents Light Fixture / Bulbs Medicine Cabinet / Mirror Outlets/Switches/Plates Shelving Shower Door/Curtain Rod Shower Head and Valves Sink and Stopper Toilet, tank, flapper, valve Towel ring/bar, TP holder	
Baseboards / Trim Bath / Tub / Shower Cabinet Doors / Hinges Cabinets (Inside/out) Closet / Closet Doors Counters / Backsplash Door (Inside/Out) Hinges Door (Lock, Striker, Stop) Drain and Drain Stop Drawers (Faces / Tracks) Drawers (Inside/Out) Exhaust Fan Faucet and Plumbing Floor / Carpet / Vinyl Floor / Ceiling Vents Light Fixture / Bulbs Medicine Cabinet / Mirror Outlets/Switches/Plates Shelving Shower Door/Curtain Rod Shower Head and Valves Sink and Stopper Toilet, tank, flapper, valve Towel ring/bar, TP holder Tub Spout / Diverter	
Baseboards / Trim Bath / Tub / Shower Cabinet Doors / Hinges Cabinets (Inside/out) Closet / Closet Doors Counters / Backsplash Door (Inside/Out) Hinges Door (Lock, Striker, Stop) Drain and Drain Stop Drawers (Faces / Tracks) Drawers (Inside/Out) Exhaust Fan Faucet and Plumbing Floor / Carpet / Vinyl Floor / Carpet / Vinyl Floor / Ceiling Vents Light Fixture / Bulbs Medicine Cabinet / Mirror Outlets/Switches/Plates Shelving Shower Door/Curtain Rod Shower Head and Valves Sink and Stopper Toilet, tank, flapper, valve Towel ring/bar, TP holder Tub Spout / Diverter Vanity Light Bulbs	
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Baseboards / Trim Bath / Tub / Shower Cabinet Doors / Hinges Cabinets (Inside/out) Closet / Closet Doors Counters / Backsplash Door (Inside/Out) Hinges Door (Lock, Striker, Stop) Drain and Drain Stop Drawers (Faces / Tracks) Drawers (Inside/Out) Exhaust Fan Faucet and Plumbing Floor / Carpet / Vinyl Floor / Ceiling Vents Light Fixture / Bulbs Medicine Cabinet / Mirror Outlets/Switches/Plates Shelving Shower Door/Curtain Rod Shower Head and Valves Sink and Stopper Toilet, tank, flapper, valve Towel ring/bar, TP holder Tub Spout / Diverter Vanity Light Bulbs Walls and Ceiling	
Baseboards / Trim Bath / Tub / Shower Cabinet Doors / Hinges Cabinets (Inside/out) Closet / Closet Doors Counters / Backsplash Door (Inside/Out) Hinges Door (Lock, Striker, Stop) Drain and Drain Stop Drawers (Faces / Tracks) Drawers (Inside/Out) Exhaust Fan Faucet and Plumbing Floor / Carpet / Vinyl Floor / Carpet / Vinyl Floor / Ceiling Vents Light Fixture / Bulbs Medicine Cabinet / Mirror Outlets/Switches/Plates Shelving Shower Door/Curtain Rod Shower Head and Valves Sink and Stopper Toilet, tank, flapper, valve Towel ring/bar, TP holder Tub Spout / Diverter Vanity Light Bulbs Walls and Ceiling Window Screen/Covering	
Baseboards / Trim Bath / Tub / Shower Cabinet Doors / Hinges Cabinets (Inside/out) Closet / Closet Doors Counters / Backsplash Door (Inside/Out) Hinges Door (Lock, Striker, Stop) Drain and Drain Stop Drawers (Faces / Tracks) Drawers (Inside/Out) Exhaust Fan Faucet and Plumbing Floor / Carpet / Vinyl Floor / Carpet / Vinyl Floor / Ceiling Vents Light Fixture / Bulbs Medicine Cabinet / Mirror Outlets/Switches/Plates Shelving Shower Door/Curtain Rod Shower Head and Valves Sink and Stopper Toilet, tank, flapper, valve Towel ring/bar, TP holder Tub Spout / Diverter Vanity Light Bulbs Walls and Ceiling Window Screen/Covering	
Baseboards / Trim Bath / Tub / Shower Cabinet Doors / Hinges Cabinets (Inside/out) Closet / Closet Doors Counters / Backsplash Door (Inside/Out) Hinges Door (Lock, Striker, Stop) Drain and Drain Stop Drawers (Faces / Tracks) Drawers (Inside/Out) Exhaust Fan Faucet and Plumbing Floor / Carpet / Vinyl Floor / Carpet / Vinyl Floor / Ceiling Vents Light Fixture / Bulbs Medicine Cabinet / Mirror Outlets/Switches/Plates Shelving Shower Door/Curtain Rod Shower Head and Valves Sink and Stopper Toilet, tank, flapper, valve Towel ring/bar, TP holder Tub Spout / Diverter Vanity Light Bulbs Walls and Ceiling Window Screen/Covering	

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Bedroom #4	Notes
Baseboards/Trim	
Cabinet Doors / Hinges	
Cabinets (Inside/Out)	
Ceiling Fan / Light Bulb	
Closet / Closet Door	
Door (in/out) Hinges	
Door (lock, striker, stop)	
Floor / Carpet / Vinyl	
Floor / Ceiling Vents	
Light Fixtures / Bulbs	
Outlets/Switches/Plates	
Patio Blinds/Drapes	
Patio Slider and Screen	
Phone/Cable Jack	
Shelving	
Smoke Detector / Battery	
Walls and Ceiling	
Window Screen/Covering	
Window Track/Lock/Sill	
Bedroom #5	Notes
Baseboards/Trim	1.0000
Cabinet Doors / Hinges	
Cabinets (Inside/Out)	
Ceiling Fan / Light Bulb	
Closet / Closet Door	
Door (in/out) Hinges	
Door (lock, striker, stop)	
Floor / Carpet / Vinyl	
Floor / Ceiling Vents	
Light Fixtures / Bulbs	
Outlets/Switches/Plates	
Patio Blinds/Drapes	
Patio Slider and Screen	
Phone/Cable Jack	
Shelving	
Smoke Detector / Battery	
Walls and Ceiling	
Window Screen/Covering	
Window Track/Lock/Sill	
William Tracin Book Sill	
Hallway	Notes
Descharat /T	Notes
Baseboards / Trim	
Cabinet Doors / Hinges	
Cabinets Inside/Out	
Ceiling Fan / Bulb	
Closet / Closet Door	
Door (Inside/Out) / Hinges	
Door (Lock, Striker, Stop)	
Drawers (In/out) / Hinges	
Floor / Carpet / Vinyl	
Floor / Ceiling Vents	
Light Fixture / Bulbs	
Outlets/Switches/Plates	
Phone/Cable Jack	
I D -4 A : 374	
Return Air Vent	
Shelving	
Shelving	
Shelving Smoke Detector / Battery	
Shelving Smoke Detector / Battery Thermostat	
Shelving Smoke Detector / Battery Thermostat Walls and Ceiling	
Shelving Smoke Detector / Battery Thermostat Walls and Ceiling Window Screen/Covering	
Shelving Smoke Detector / Battery Thermostat Walls and Ceiling	

D-4b #2	N-4
Bathroom #3	Notes
Baseboards / Trim	
Bath / Tub / Shower	
Cabinet Doors / Hinges	
Cabinets (Inside/out)	
Closet / Closet Doors	
Counters / Backsplash	
Door (Inside/Out) Hinges	
Door (Lock, Striker, Stop)	
Drain and Drain Stop	
Drawers (Faces / Tracks)	
Drawers (Inside/Out)	
Exhaust Fan	
Faucet and Plumbing	
Floor / Carpet / Vinyl	
Floor / Ceiling Vents	
Light Fixture / Bulbs	
Medicine Cabinet / Mirror	
Outlets/Switches/Plates	
Shelving	
Shower Door/Curtain Rod	
Shower Head and Valves	
Sink and Stopper	
Toilet, tank, flapper, valve	
Towel ring/bar, TP holder	
Tub Spout / Diverter	
Vanity Light Bulbs	
Walls and Ceiling	
Window Screen/Covering	
Window Track/Lock/Sill	
Bathroom #4	Notes
Baseboards / Trim	
Bath / Tub / Shower	
Cabinet Doors / Hinges	
Cabinet Doors / Hinges Cabinets (Inside/out)	
Cabinet Doors / Hinges Cabinets (Inside/out) Closet / Closet Doors	
Cabinet Doors / Hinges Cabinets (Inside/out) Closet / Closet Doors Counters / Backsplash	
Cabinet Doors / Hinges Cabinets (Inside/out) Closet / Closet Doors Counters / Backsplash Door (Inside/Out) Hinges	
Cabinet Doors / Hinges Cabinets (Inside/out) Closet / Closet Doors Counters / Backsplash Door (Inside/Out) Hinges Door (Lock, Striker, Stop)	
Cabinet Doors / Hinges Cabinets (Inside/out) Closet / Closet Doors Counters / Backsplash Door (Inside/Out) Hinges Door (Lock, Striker, Stop) Drain and Drain Stop	
Cabinet Doors / Hinges Cabinets (Inside/out) Closet / Closet Doors Counters / Backsplash Door (Inside/Out) Hinges Door (Lock, Striker, Stop) Drain and Drain Stop Drawers (Faces / Tracks)	
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