

# 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](http://www.MorganIdaho.com)

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# Inspection Form

Date:	Address:
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Entry	Notes
Baseboards/Trim	
Closet/Closet Doors	
Door (in/out), Hinges	
Door (lock, striker, stop)	
Floor / Carpet / Vinyl	
Floor / Ceiling Vents	
Front Door (in/outside)	
Light Fixture / Bulbs	
Outlets/Switches/Plates	
Smoke Detector / Battery	
Threshold / Weather Strip	
Walls and Ceiling	
Window Screen/Covering	
Window Track/Lock/Sill	

Living Room	Notes
Baseboards/Trim	
Cabinet Doors / Hinges	
Cabinets (Inside/Out)	
Ceiling Fan / Light Bulb	
Closet / Closet Door	
Door (in/out) Hinges	
Door (lock, striker, stop)	
Drawers (Faces/Tracks)	
Drawers (Inside/Out)	
Floor / Carpet / Vinyl	
Floor / Ceiling Vents	
Light Fixtures / Bulbs	
Outlets/Switches/Plates	
Patio Blinds/Drapes	
Patio Slider and Screen	
Phone/Cable Jack	
Return Air Vent	
Shelving	
Smoke Detector / Battery	
Wall/Window A/C / Filter	
Walls and Ceiling	
Window Screen/Covering	
Window Track/Lock/Sill	

Exterior	Notes
All Doors	
Driveway- Greaseless	
Front Door Light	
Gutters/Roof	
Lawn	
Mailbox	
Outlets/Covers	
Patio Light	
Patio/Balcony	
Pool/Spa	
Siding/Trim	

Utility Room	Notes
Baseboards/Trim	
Cabinet Doors/Hinges	
Cabinets (Inside /Out)	
Door (In/Out) Hinges	
Door (lock, striker, stop)	
Drawers (Faces/Tracks)	
Drawers (Inside/Out)	
Dryer and Dryer Vent	
Exhaust Vent	
Faucet and plumbing	
Floor / Carpet / Vinyl	
Floor / Ceiling Vents	
Furnace / Filters	
Light Fixture / Bulbs	
Outlets/Switches/Plates	
Shelving	
Sink/Strainer/Sprayer	
Walls and Ceiling	
Washer and drain line	
Washer supply line	
Water Heater	
Window Screen/Covering	
Window Track/Lock/Sill	

<b>A/C UNIT</b>	
<b>WATER HEATER</b>	
<b>FURNACE FILTERS</b>	

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# Inspection Form

<b>Bedroom #1</b>	<b>Notes</b>
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	
<b>Bedroom #2</b>	<b>Notes</b>
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	
<b>Bedroom #3</b>	<b>Notes</b>
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	

<b>Bathroom #1</b>	<b>Notes</b>
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	
<b>Bathroom #2</b>	<b>Notes</b>
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	

