

Resident Move-In Forms

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ADDRESS: _____

RETURN BY _____

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 by Landlord on their own time without distraction. Resident simply needs to turn in their keys, remotes, and mailbox keys at move-out when all cleaning attempts have been made and Resident is ready to turn over the property to Landlord. Resident is welcome to do their own documentation upon move-out as well.

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

Tenant Signature

Printed Name

Tenant Signature

Printed Name

Morgan Property Management, Inc.

www.MorganIdaho.com

3905 Rose Hill St. · Boise, ID 83705 · (208) 996-8888 · Fax (208) 996-8800 OFFICE@MORGANIDAHO.COM

Resident Move-In Forms

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	

A/C UNIT	
WATER HEATER	
FURNACE/HEATER	

Resident Move-In Forms

Bedroom #1	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 #2	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 #3	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	

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	
Bathroom #2	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	

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UTILITY CONTACT FORM

PLEASE COMPLETE ALL UTILITY TRANSFERS BEFORE MOVE-IN DAY.

THIS PAGE DOES NOT HAVE TO BE RETURNED.

A **\$25 fee** is assessed if utilities are not transferred into your name within 2 business days of your lease start date.

Satellite/Cable/Internet. Installer for most internet and TV services.

Lindsey Satellite(Greg): 703.4081

- **Call first if you have existing satellite service or if you are looking for new TV/internet service.**

Electricity

Idaho Power: 388.2323

www.idahopower.com

Gas

Intermountain Gas Company: 377.6840

www.intgas.com

Sewer

Boise City: 384.3735

Caldwell: 455.3000

Eagle: 939.0132

Garden City: 472.2930

Kuna: 922.3397

Meridian: 888.4439

Nampa: 468.5711

NW Boise: 344.5991

Star: 286.7388

Trash

Allied Waste: 345.1265

Caldwell: 466.3302

Eagle: 345.1265

Kuna: 922.3313

Boise City: 384.3735

Meridian: 888.4439

Nampa: 468.5711

Water

Suez Water: 362.1300

Caldwell: 455.3000

Capitol Water Corp: 375.0931

Eagle: 939.0242

Garden City: 375.3194

Meridian: 888.4439

Nampa: 468.5711

Star: 286.7388