

MOVE IN/OUT INVENTORY CONDITION CHECKLIST

NOTICE: You must complete this checklist, noting the condition of the rental property, and return it to the Landlord within seven (7) days after obtaining possession of the rental unit. **It will not be accepted after the seven (7) days.** You are also entitled to request and receive a copy of the last termination inventory checklist which shows what claims were chargeable to the last/prior tenant(s). We recommend you take pictures of any damages when completing this form. All pictures must be printed and accompany this form in order to be considered part of your Move In Inventory Condition Checklist. **Pictures will NOT be accepted after the completed form has been submitted.** Please attach any and all photos to this form.

Property Address: _____ Inspection Date: _____

Resident's Name: _____ Possession Date: _____

Forwarding Address: _____ Vacate Date: _____

Date of Notice of Intent to Vacate: _____ Lease Exp. Date: _____

CODES: Where list does not apply, indicate N/A S=Satisfactory U=Unsatisfactory

<u>MOVE IN</u>			<u>MOVE OUT</u>	
KITCHEN	CODE	EXPLANATION	CODE	EXPLANATION
Walls & Ceiling				
Floor Covering				
Cupboards				
Light Fixtures				
Painting				
Countertops				
Sink				
Faucets & Sprayer				
Range				
Refrigerator				
Disposal				
Dishwasher				
Outlets				
Other				
Heat Register(s)				

THIS FORM IS NOT A REPAIR/MAINTENANCE REQUEST.

PLEASE DO THAT ONLINE AT www.mqtrentals.com

MOVE IN

MOVE OUT

BEDROOM #1	CODE	EXPLANATION	CODE	EXPLANATION
Walls & Ceiling				
Floor Covering				
Light Fixtures				
Painting				
Doors / Handle(s)				
Outlets				
Closets				
Window Coverings				
TV Hookup				
Window Glass				
Screens				
Heat Register(s)				
Other				

BEDROOM #2	CODE	EXPLANATION	CODE	EXPLANATION
Walls & Ceiling				
Floor Covering				
Light Fixtures				
Painting				
Doors / Handle(s)				
Outlets				
Closets				
Window Coverings				
TV Hookup				
Window Glass				
Screens				
Heat Register(s)				
Other				

MOVE IN

MOVE OUT

BEDROOM #3	CODE	EXPLANATION	CODE	EXPLANATION
Walls & Ceiling				
Floor Covering				
Light Fixtures				
Painting				
Doors / Handle(s)				
Outlets				
Closets				
Window Coverings				
TV Hookup				
Window Glass				
Screens				
Heat Register(s)				
Other				

BEDROOM #4	CODE	EXPLANATION	CODE	EXPLANATION
Walls & Ceiling				
Floor Covering				
Light Fixtures				
Painting				
Doors / Handle(s)				
Outlets				
Closets				
Window Coverings				
TV Hookup				
Window Glass				
Screens				
Heat Register(s)				
Other				

MOVE IN**MOVE OUT**

BEDROOM #5	CODE	EXPLANATION	CODE	EXPLANATION
Walls & Ceiling				
Floor Covering				
Light Fixtures				
Painting				
Doors / Handle(s)				
Outlets				
Closets				
Window Coverings				
TV Hookup				
Window Glass				
Screens				
Heat Register(s)				
Other				

BATHROOM #1	CODE	EXPLANATION	CODE	EXPLANATION
Walls & Ceiling				
Floor Covering				
Light Fixtures				
Painting				
Showerhead				
Tub Enclosure				
Vanity Cabinet				
Vanity Faucet				
Fan				
Door / Handle(s)				
Outlets				
Tank Toilet				
Tissue Holder				
Towel Racks				
Medicine Cabinet				
Mirrors				
Heat Register(s)				
Other				

MOVE IN

MOVE OUT

BATHROOM #2	CODE	EXPLANATION	CODE	EXPLANATION
Walls & Ceiling				
Floor Covering				
Light Fixtures				
Painting				
Showerhead				
Tub Enclosure				
Vanity Cabinet				
Vanity Faucet				
Fan				
Door / Handle(s)				
Outlets				
Tank Toilet				
Tissue Holder				
Towel Racks				
Medicine Cabinet				
Mirrors				
Heat Register(s)				
Other				

LIVING ROOM	CODE	EXPLANATION	CODE	EXPLANATION
Walls & Ceiling				
Floor Covering				
Light Fixtures				
Painting				
Doors / Handle(s)				
Outlets				
Closets				
Window Coverings				
TV Hookup				
Window Glass				
Screens				
Security System				
Heat Register(s)				
Other				

MOVE IN

MOVE OUT

DINING ROOM	CODE	EXPLANATION	CODE	EXPLANATION
Walls & Ceiling				
Floor Covering				
Light Fixtures				
Painting				
Doors / Handle(s)				
Outlets				
Closets				
Window Coverings				
TV Hookup				
Window Glass				
Screens				
Security System				
Heat Register(s)				
Other				

BASEMENT	CODE	EXPLANATION	CODE	EXPLANATION
Walls & Ceiling				
Floor Covering				
Light Fixtures				
Painting				
Doors / Handle(s)				
Outlets				
Closets				
Window Coverings				
TV Hookup				
Window Glass				
Screens				
Security System				
Heat Register(s)				
Other				

MOVE IN

MOVE OUT

UTILITY ROOM	CODE	EXPLANATION	CODE	EXPLANATION
Walls & Ceiling				
Floor Covering				
Light Fixtures				
Painting				
Doors / Handle(s)				
Outlets				
Closets				
Window Coverings				
TV Hookup				
Window Glass				
Screens				
Security System				
Heat Register(s)				
Other				

GARAGE	CODE	EXPLANATION	CODE	EXPLANATION
Walls & Ceiling				
Floor Covering				
Light Fixtures				
Painting				
Doors / Handle(s)				
Outlets				
Closets				
Window Coverings				
TV Hookup				
Window Glass				
Screens				
Security System				
Heat Register(s)				
Other				

<u>MOVE IN</u>			<u>MOVE OUT</u>	
GENERAL	CODE	EXPLANATION	CODE	EXPLANATION
Thermostat				
Fire Extinguisher				
Smoke Alarm				
Entrance Door				
Doors / Handle(s)				

of door keys received:

of mailbox keys received:

of garage openers received:

Other:

I certify that I have conducted a walk-through inspection of the premises. The undersigned hereby acknowledges receipt of a copy of the above inventory checklist and also acknowledges that the condition of the apartment is as set forth in the above inventory checklist. **All photos that are to be used as proof of condition are also attached.** Undersign understands they are responsible for any and all damages resulting from negligence from themselves or their guests.

Date

Landlord

Date

Tenant

Date

Tenant

Date

Tenant

Date

Tenant