

**MOVE-IN INVENTORY AND CONDITION FORM**

**Resident Name(s)** \_\_\_\_\_

Resident(s) Home Phone \_\_\_\_\_ Resident(s) Work Phones \_\_\_\_\_

Apartment Community Name \_\_\_\_\_ Apt. No. \_\_\_\_\_

**or Street Address if house, duplex, etc.** \_\_\_\_\_

Purpose. This form is for the protection of both resident and owner. The MOVE-IN will be compared to the MOVE-OUT in determining what should and should not be considered as the resident's responsibility upon move-out.

Instructions. Please state condition of each item and indicate number of items in parentheses. Please fine through or write "none" where items do not exist. All items will be assumed to be in good condition and repair unless otherwise indicated on the form.

**Front Door:** \_\_\_\_\_ doorknob \_\_\_\_\_ **lock** \_\_\_\_\_ **porch light/ bulb** \_\_\_\_\_ **weatherstripping** \_\_\_\_\_

**Back Door:** \_\_\_\_\_ doorknob \_\_\_\_\_ **lock** \_\_\_\_\_ **porch light/ bulb** \_\_\_\_\_ **weatherstripping** \_\_\_\_\_

**Patio Door:** \_\_\_\_\_ doorknob \_\_\_\_\_ **lock** \_\_\_\_\_ **porch light/ bulb** \_\_\_\_\_ **weatherstripping** \_\_\_\_\_

Keys: front door keys ( ) \_\_\_\_\_ **back door keys** ( ) \_\_\_\_\_ **patio door keys** ( ) \_\_\_\_\_ **mailbox keys**( ) \_\_\_\_\_

**MOVE-IN CONDITION**

**MOVE-OUT CONDITION**

L R	Walls _____	Wallpaper _____	Walls _____	Wallpaper _____
I O	Ceiling _____	Light Fixtures/ Fan _____	Ceiling _____	Light Fixtures/ Fan _____
V O	Floor _____		Floor _____	
I M	Couch ( ) _____		Couch ( ) _____	
N	Chairs ( ) _____		Chairs ( ) _____	
G	Tables ( ) _____		Tables ( ) _____	
	Lamps ( ) _____		Lamps ( ) _____	
	Drapes _____	Blinds _____	Drapes _____	Blinds _____
	Windows ( ) _____	Screens ( ) _____	Windows ( ) _____	Screens ( ) _____

D R	Walls _____	Wallpaper _____	Walls _____	Wallpaper _____
I O	Ceiling _____	Light Fixtures/ Fan _____	Ceiling _____	Light Fixtures/ Fan _____
N O	Floor _____		Floor _____	
I M	Table ( ) _____		Table ( ) _____	
N	Chairs ( ) _____		Chairs ( ) _____	
G	Drapes _____	Blinds _____	Drapes _____	Blinds _____
	Windows ( ) _____	Screens ( ) _____	Windows ( ) _____	Screens ( ) _____

<b>K</b>	Walls _____	Wallpaper _____	Walls _____	Wallpaper _____
<b>I</b>	Ceiling _____	Light Fixtures/ Fan _____	Ceiling _____	Light Fixtures/ Fan _____
<b>T</b>	Floor _____		Floor _____	
<b>C</b>	Cabinets _____	Drawer Handle _____	Cabinets _____	Drawer/-Handle _____
<b>H</b>	Formica-Tile _____		Formica Tile _____	
<b>E</b>	Range _____	Broiler Pan _____	Range _____	Broiler Pan _____
<b>N</b>	Refrig. _____	Ice Trays/ Maker _____	Reffig _____	Ice Trays Maker _____
	Vent Hood _____	Light _____	Vent Hood _____	Light _____
	Fan _____		Fan _____	
	Dishwasher _____	Silver Basket _____	Dishwasher _____	Silver Basket _____
	Garbage Dis. _____	Sink _____	Garbage Dis _____	Sink _____
	Drapes _____	Blinds _____	Drapes _____	Blinds _____
	Windows ( ) _____	Screens ( ) _____	Windows ( ) _____	Screens ( ) _____

<b>B</b>	Walls _____	Wallpaper _____	Walls _____	Wallpaper _____
<b>E</b>	Ceiling _____	Light Fixtures/ Fan _____	Ceiling _____	Light Fixtures/ Fan _____
<b>D</b>	Floor _____	Closet _____	Floor _____	Closet _____
<b>R</b>	Matt. & Springs( ) _____		Matt &Springs ( ) _____	
<b>O</b>	Bed or Frame ( ) _____		Bed or Frame ( ) _____	
<b>O</b>	Headboard ( ) _____		Headboard ( ) _____	
<b>M</b>	Dresser( ) _____		( ) _____	
	Chest ( ) _____		Chest ( ) _____	
<b>1</b>	Night Table ( ) _____		Night Table ( ) _____	
	Lamps ( ) _____		Lamps ( ) _____	
	Doors _____		Doors _____	

<b>B</b>	Walls _____	Wallpaper _____	Walls _____	Wallpaper _____
<b>E</b>	Ceiling _____	Light Fixtures/ Fan _____	Ceiling _____	Light Fixtures/ Fan _____
<b>D</b>	Floor _____	Closet _____	Floor _____	Closet _____
<b>R</b>	Matt. & Springs ( ) _____		Matt. & Springs ( ) _____	
<b>O</b>	Bed or Frame ( ) _____		Bed or Frame ( ) _____	
<b>O</b>	Headboard ( ) _____		Headboard ( ) _____	
<b>M</b>	Dresser ( ) _____		Dresser ( ) _____	
	Chest ( ) _____		Chest ( ) _____	
<b>2</b>	Night Table ( ) _____		Night Table ( ) _____	
	Lamps ( ) _____		Lamps ( ) _____	
	Doors _____		Doors _____	

<b>B</b>	Walls _____	Wallpaper _____	Walls _____	Wallpaper _____
<b>E</b>	Ceiling _____	Light Fixtures/ Fan _____	Ceiling _____	Light Fixtures/ Fan _____
<b>D</b>	Floor _____	Closet _____	Floor _____	Closet _____
<b>R</b>	Matt. & Springs ( ) _____		Matt. & Springs ( ) _____	
<b>O</b>	Bed or Frame ( ) _____		Bed or Frame ( ) _____	
<b>O</b>	Headboard ( ) _____		Headboard ( ) _____	
<b>M</b>	Dresser ( ) _____		Dresser ( ) _____	
	Chest ( ) _____		Chest ( ) _____	
<b>3</b>	Night Table ( ) _____		Night Table ( ) _____	
	Lamps ( ) _____		Lamps ( ) _____	
	Doors _____		Doors _____	

