

## NEW TENANT INFORMATION SHEET

Your move in packet should contain:

\_\_\_\_\_ Lease

\_\_\_\_\_ Lease addendum if applicable

\_\_\_\_\_ Swimming Pool addendum if applicable

\_\_\_\_\_ Landscaping addendum if applicable

\_\_\_\_\_ Lead paint disclosure if applicable (built before 1978)

\_\_\_\_\_ Utility services information list

\_\_\_\_\_ Notice to vacate letter to be sent 30 days by tenant (you can send your own)

\_\_\_\_\_ Move in/ Move out inspection report (these are the items we check)

The following information is also in your lease. We do not want you to incur extra charges or late fees. In an effort to make your living in the home as hassle free as possible please read the following.

## **RENTS**

**Make rent checks to “REM Trust Account”.**

The property address must be on the check for proper posting.

Rent is due on the first, late on the second. Late fees, per the lease, are charged on the 5th of the month. All funds must be received in our office no later than the **5<sup>th</sup> of each month!** If rent is not received you will be charged a late fee, no exceptions. We will check post mark dates on rents received after the 5<sup>th</sup>.

In addition to the late charges you will be issued a 'pay or quit' notice. This is legal notice of nonpayment. This is the first step in the eviction procedure. You will be charged **\$50.00** notice fee PLUS the cost of delivery, this is in addition to any late fees due.

Late rents, after the 5<sup>th</sup> of each month, **MUST BE IN CERTIFIED FUNDS.** The monies must include the late fees and any service fee or notice fee.

If you know you are going to be late with your rent please call us. In some cases of long term, on time tenants the owner may be agreeable to payment arrangements. In all situations an eviction notice will be delivered, this is the legal responsibility of the management firm to act in the owner's best interest.

### **AT MOVE IN:**

Please take about a week and make a list of any items that do not work or are damaged and send this to our office. These items will be repaired or **noted** in the file as damaged at move in. This is **important**; if you do not make us aware you may be charged at move out for damages you should not be responsible for. The person who leased you the property may not be the same person to do the move out inspection.

### **GENERAL MAINTENANCE:**

Maintenance requests should be called into the office during business hours. We do not have personnel on standby to perform maintenance. We use outside, independent vendors. Please be assured the vendor will do the work as soon as he/ she is available.

Some items are the responsibility of the tenant to repair, maintain or replace. If you break a window, you are responsible for replacing it.

If the maintenance item is due to tenant damage, negligence or improper usage you will be billed for the repair. If there is damage to the property caused by the tenant not informing management of a maintenance need, you will be charged for the repair. Please call us as soon as possible for repairs. (Example: the pipe under the sink has a long term leak, you do not request maintenance. There is damage to the cabinet due to a long term leak. It is the owners cost to fix the pipe - It is the tenants cost to repair the cabinet area damaged by the leaking water.)

The condition of the property, while occupied, is the responsibility of the tenant.

AIR CONDITIONING filter changes are the responsibility of the tenant. Please change the filter on a monthly basis. Clean filters will help lower utility bills. Dirty filters may cause damage to the air conditioner; those damages may be the responsibility of the tenant.

From time to time REMN will do a maintenance inspection on behalf of the owner. We will schedule a time for the inspection. We will not enter without notice. The inspection is done to help the owner budget for major repairs/ replacement, such, as the air conditioner or water heater. Aging pipes can be replaced before a leak occurs. Any items noted as a tenant responsibility will be sent to you. Please repair those items and respond in writing that the repair is completed. If you wish to hire a vendor you may call the office for a recommendation.

## **EMERGENCY and Non EMERGENCY MAINTENANCE:**

Call the office at 480-443-3222

**If you get an answering machine Please leave a complete Message, including a name, phone number you can be reached, & the address of the property.**

**If there is a fire or someone is injured call 911. If there is flooding please turn off the water at the main or the hose bib where the meter is. If there is flooding before it enters the house call your water company. Then call us.**

**An after hours emergency is: Fire, Flood, A/C or heat. A leaky pipe or s running toilet is not an emergency. If you call for emergency service and there is no emergency you will be charged \$100.00 to cover cost of time.**

Locking yourself out of the house is not a maintenance emergency. Ever. In the event you **lose** all your keys we will have the house re-keyed, you will be billed for the re-key of the property. You may, during business hours, come to the office and get a duplicate key. There is a **\$20.00** charge for a duplicate key. This must be paid at the time you pick up the key.

## **MOVING OUT**

Move out notice must be given 30 days prior to vacating - The notice must be in writing. Notice to be given concurrent with rent due date. IE: If rent is due on the first of the month, notice to be received by the 1<sup>st</sup> of the month. You may use the notice provided in this packet or send one of your own. You may call to give notice prior to sending the notice in writing, but all notices to vacate must be in writing.

Move out inspections will be done when you are completely moved out and ready to turn over the keys. Please refer to the move out inspection form included in this packet. We expect to receive the property in rent ready condition, less normal wear and tear.

Example of damage vs. wear and tear: You have lived in the house for three years, there are knife cut marks on the kitchen counter and the walls need to, be painted. The knife cut marks are damage. The paint is normal wear and tear. Any holes in the walls are damage.

Please clean the carpet and provide us with the receipt at the time the move out inspection is done.

## **SECURITY DEPOSIT:**

Your security deposit will be returned within the time frame of the Landlord Tenant Act. This time frame is fourteen (14) days, not including weekends or holidays. Any items or damages charged against the deposit will be noted. As some work to repair damages may not be able to be completed within the legal time frame, we will use estimates. Once the work has been completed we will modify the security deposit letter and send you an updated cost sheet.

Please give us your forwarding address. If you know your new address when you give notice please let us know at that time. If we do not have your forwarding address the security deposit refund must (by law) be sent to your last known address. That is the one you just move out of. There are times when the mail is returned to us as undeliverable, sometimes is just *goes* into

the black hole of lost mail. In the event we must reissue a security deposit refund check due to no forwarding address, the stop payment charge will be deducted from the security deposit.

**We want to return your deposit in full. Please use the move out inspection for provided in this packet as a check list. Please call us with any questions.**

## **UTILITY INFORMATION**

<b>APS</b>	<b>602-371-7171</b>	<b><a href="http://www.aps.com">http://www.aps.com</a></b>
<b>SRP</b>	<b>602-234-8833</b>	<b><a href="https://www.srpnet.com/">https://www.srpnet.com/</a></b>
<b>CITY OF PHOENIX WATER</b>	<b>602-262-6251</b>	
<b>CITY OF TEMPE WATER</b>	<b>480-350-8361</b>	
<b>CITY OF MESA WATER</b>	<b>480-644-2221</b>	
<b>CITY OF CHANDLER WATER</b>	<b>480-782-2280</b>	
<b>CITY OF GILBERT</b>	<b>480-503-6800</b>	
<b>CITY OF SCOTTSDALE</b>	<b>480-312-2461</b>	
<b>SOUTHWEST GAS</b>	<b>877-860-6020</b>	
<b>COX CABLE</b>	<b>866-206-9832</b>	<b><a href="http://www.cox.com">www.cox.com</a></b>
<b>Century Link</b>	<b>866-642-0444</b>	<b><a href="http://www.centurylink.com">www.centurylink.com</a></b>

# REAL ESTATE MANAGEMENT NETWORK

EVERY CLIENT IS OUR ONLY CLIENT

Real Estate Management Network LLC

## Rental Acceptance Policy

January 10, 2008

**This notice is being sent to all tenants. You may not have been late. We are attempting to clarify our rental acceptance policy for those tenants who are paying late, or may be paying late in the future.**

Please note the following rental acceptance policy.

Rents are due on the first and late on the second of each month. (unless otherwise stated in your lease)

Rent should be made payable to **REM Trust**

Late fees are posted on all rents not **received in the office** as of the 5th of each month.

Late fees posted are accrued from the 2nd **until received in the office**. Not mailed. The post mark date is not the received date.

Any checks received but postdated later will be returned to the tenant.

Any personal checks received after the 5th of the month will be returned.

All partial payment checks will be returned.

All rents received after the 5th that do not include late fees will be returned.

**All Late payments must be in certified funds.**

Please call **the office** to get the **full** amount due prior to coming in to pay the rent. **If** you drop off the incorrect amount or a personal check late, it will be returned to **you**. If you **are** unsure of the amount due please call the office.

Five day notices are mailed on the 5th of the month, adjusted for holidays. Five days after the notice is mailed we may at that time send the paperwork to the attorney's office for eviction. Once eviction is started there are additional legal fees that must be paid by the tenant- At that time all rent, late fees, notice fees and legal fees must be paid in full to stop the eviction process. Please call the office to obtain the full amount prior to coming in to *pay*.

Hopefully this notice will clarify some of the questions concerning rental payment and acceptance.

Real Estate Management Network, LLC. PH: 480-443-3222 Fax 602-996-2106 [www.remn.biz](http://www.remn.biz)  
11225 N 28th Drive, Suite D115C Phoenix AZ 85029

# MOVE-IN / MOVE-OUT CONDITION CHECKLIST



The pre-printed portion of this form has been drafted by the Arizona Association of REALTORS®. Any change in the pre-printed language of this form must be made in a prominent manner. No representations are made as to the legal validity, adequacy and/or effects of any provision, including tax consequences thereof. If you desire legal, tax or other professional advice, please consult your attorney, tax advisor or professional consultant.



1. THIS CHECKLIST is hereby made a part of the Residential Lease Agreement dated \_\_\_\_\_ by and between
2. Landlord: \_\_\_\_\_
3. Tenant: \_\_\_\_\_
4. Premises Address: \_\_\_\_\_
5. Move-in Date \_\_\_\_\_ Move-out Date \_\_\_\_\_
6. Inspection Date \_\_\_\_\_ Inspection Date \_\_\_\_\_

- 7.
8. Complete the move-in section of this form and return it to your Landlord within five (5) days or  \_\_\_\_\_ days after occupancy.
9. All items are deemed to be in good condition unless noted otherwise. Test all locks, window latches, smoke detectors, and
10. equipment. **This form is not a repair request.** Submit all requests for repairs separately in accordance with your lease. You and your
11. Landlord will also use this form upon move-out. Keep a copy for your records. Note any defects in the items listed below. If you fail to
12. return this form you will be held responsible for any damages, and you will be accepting the Premises in its current condition.

## EXTERIOR ITEMS

### MOVE-IN CONDITION

### MOVE-OUT CONDITION

- |   |  |       |       |
|---|--|-------|-------|
| 15. Fences & Gates                      | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____ | _____ |
| 16. Lawn (Trees / Shrubs / Landscaping) | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____ | _____ |
| 17. Paint                               | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____ | _____ |
| 18. Front Door — Door Knob and Locks    | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____ | _____ |
| 19. Back Door — Door Knob and Locks     | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____ | _____ |
| 20. Fountain                            | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____ | _____ |
| 21. Grill                               | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____ | _____ |
| 22. Swimming Pool                       | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____ | _____ |
| 23. Hot tub / Spa                       | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____ | _____ |
| 24. Other: _____                        | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____ | _____ |
25. Water Shut-Off Valve Located?  Yes  No Breaker Panel Located?  Yes  No

### COMMENTS:

26. \_\_\_\_\_

27. \_\_\_\_\_

28. \_\_\_\_\_

## GARAGE / CARPORT

### MOVE-IN CONDITION

### MOVE-OUT CONDITION

- |                                 |  |       |       |
|---------------------------------|--|-------|-------|
| 30. Ceilings, Walls, Baseboards | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____ | _____ |
| 31. Floor / Driveway            | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____ | _____ |
| 32. Auto Door Opener            | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____ | _____ |
| 33. Remotes                     | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____ | _____ |
| 34. Garage Door                 | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____ | _____ |
| 35. Plugs & Switches            | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____ | _____ |
| 36. Other: _____                | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____ | _____ |

### COMMENTS:

37. \_\_\_\_\_

38. \_\_\_\_\_

39. \_\_\_\_\_

## ENTRY & HALL

### MOVE-IN CONDITION

### MOVE-OUT CONDITION

- |   |  |       |       |
|---|--|-------|-------|
| 41. Ceiling, Walls (Paint), Baseboards, Vent Covers | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____ | _____ |
| 42. Doors (Close properly / Condition)              | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____ | _____ |
| 43. Flooring  | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____ | _____ |
| 44. Stairwell / Handrails                           | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____ | _____ |
| 45. Light Fixtures                                  | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____ | _____ |
| 46. Closet Shelves & Rods                           | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____ | _____ |
| 47. Other: _____                                    | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____ | _____ |

### COMMENTS:

48. \_\_\_\_\_

49. \_\_\_\_\_



50. **LIVING ROOM**

	MOVE-IN CONDITION		MOVE-OUT CONDITION
51. Ceiling, Walls (Paint), Baseboards, Vent Covers	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
52. Fireplace	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
53. Doors (Close properly / Condition)	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
54. Flooring (Note burns, tears, stains)	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
55. Lights & Ceiling Fans	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
56. Windows & Screens	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
57. Window coverings	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
58. Plugs & Switches	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
59. Other: _____	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
60. <b>COMMENTS:</b> _____			
61. _____			
62. _____			

63. **KITCHEN**

	MOVE-IN CONDITION		MOVE-OUT CONDITION
64. Ceiling, Walls (Paint), Baseboards, Vent Covers	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
65. Flooring	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
66. Lights	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
67. Plugs & Switches	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
68. Cabinets (Close properly / Condition)	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
69. Drawers (Close properly / Condition)	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
70. Countertops	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
71. Sink & Faucet	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
72. Disposal	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
73. Dishwasher	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
74. Microwave	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
75. Refrigerator	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
76. Stove	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
77. Fan, filter & hood	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
78. Other: _____	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
79. <b>COMMENTS:</b> _____			
80. _____			
81. _____			

82. **DINING ROOM**

	MOVE-IN CONDITION		MOVE-OUT CONDITION
83. Ceiling, Walls (Paint), Baseboards, Vent Covers	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
84. Flooring	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
85. Lights & Ceiling Fans	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
86. Windows & Screens	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
87. Window coverings	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
88. Plugs & Switches	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
89. Other: _____	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
90. <b>COMMENTS:</b> _____			
91. _____			
92. _____			

93. **MASTER BEDROOM**

	MOVE-IN CONDITION		MOVE-OUT CONDITION
94. Ceiling, Walls (Paint), Baseboards, Vent Covers	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
95. Doors (Close properly / Condition)	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
96. Flooring (Note burns, tears, stains)	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
97. Lights & Ceiling Fans	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
98. Windows & Screens	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
99. Window coverings	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
100. Plugs & Switches	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
101. Closet Shelves & Rods	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
102. Other: _____	<input type="checkbox"/> Good	<input type="checkbox"/> Other	_____
103. <b>COMMENTS:</b> _____			
104. _____			

>>





105. **BEDROOM #2** **MOVE-IN CONDITION** **MOVE-OUT CONDITION**

106. Ceiling, Walls (Paint), Baseboards, Vent Covers  Good  Other \_\_\_\_\_

107. Doors (Close properly / Condition)  Good  Other \_\_\_\_\_

108. Flooring (Note burns, tears, stains)  Good  Other \_\_\_\_\_

109. Lights & Ceiling Fans  Good  Other \_\_\_\_\_

110. Windows & Screens  Good  Other \_\_\_\_\_

111. Window coverings  Good  Other \_\_\_\_\_

112. Plugs & Switches  Good  Other \_\_\_\_\_

113. Closet Shelves & Rods  Good  Other \_\_\_\_\_

114. Other: \_\_\_\_\_  Good  Other \_\_\_\_\_

115. **COMMENTS:** \_\_\_\_\_

116. \_\_\_\_\_

117. \_\_\_\_\_

118. **BEDROOM #3** **MOVE-IN CONDITION** **MOVE-OUT CONDITION**

119. Ceiling, Walls (Paint), Baseboards, Vent Covers  Good  Other \_\_\_\_\_

120. Doors (Close properly / Condition)  Good  Other \_\_\_\_\_

121. Flooring (Note burns, tears, stains)  Good  Other \_\_\_\_\_

122. Lights & Ceiling Fans  Good  Other \_\_\_\_\_

123. Windows & Screens  Good  Other \_\_\_\_\_

124. Window coverings  Good  Other \_\_\_\_\_

125. Plugs & Switches  Good  Other \_\_\_\_\_

126. Closet Shelves & Rods  Good  Other \_\_\_\_\_

127. Other: \_\_\_\_\_  Good  Other \_\_\_\_\_

128. **COMMENTS:** \_\_\_\_\_

129. \_\_\_\_\_

130. \_\_\_\_\_

131. **BEDROOM #4 / DEN / LOFT** **MOVE-IN CONDITION** **MOVE-OUT CONDITION**

132. Ceiling, Walls (Paint), Baseboards, Vent Covers  Good  Other \_\_\_\_\_

133. Doors (Close properly / Condition)  Good  Other \_\_\_\_\_

134. Flooring (Note burns, tears, stains)  Good  Other \_\_\_\_\_

135. Lights & Ceiling Fans  Good  Other \_\_\_\_\_

136. Windows & Screens  Good  Other \_\_\_\_\_

137. Window coverings  Good  Other \_\_\_\_\_

138. Plugs & Switches  Good  Other \_\_\_\_\_

139. Closet Shelves & Rods  Good  Other \_\_\_\_\_

140. Other: \_\_\_\_\_  Good  Other \_\_\_\_\_

141. **COMMENTS:** \_\_\_\_\_

142. \_\_\_\_\_

143. \_\_\_\_\_

144. **BATHROOM (MASTER)** **MOVE-IN CONDITION** **MOVE-OUT CONDITION**

145. Ceiling, Walls (Paint), Baseboards, Vent Covers  Good  Other \_\_\_\_\_

146. Doors (Close properly / Condition)  Good  Other \_\_\_\_\_

147. Flooring  Good  Other \_\_\_\_\_

148. Light Fixtures  Good  Other \_\_\_\_\_

149. Plugs & Switches  Good  Other \_\_\_\_\_

150. Cabinets (Close properly / Condition)  Good  Other \_\_\_\_\_

151. Countertops  Good  Other \_\_\_\_\_

152. Sinks & Faucets  Good  Other \_\_\_\_\_

153. Soap dishes, towel bars, shower rod,  Good  Other \_\_\_\_\_

154. paper holders secure \_\_\_\_\_

155. Mirrors  Good  Other \_\_\_\_\_

156. Medicine Cabinet  Good  Other \_\_\_\_\_

157. Tub / Shower & Faucets  Good  Other \_\_\_\_\_

158. Toilet  Good  Other \_\_\_\_\_

159. Plumbing working properly  Good  Other \_\_\_\_\_



- 160. Linen Closet  Good  Other \_\_\_\_\_
- 161. Fan  Good  Other \_\_\_\_\_
- 162. Other: \_\_\_\_\_  Good  Other \_\_\_\_\_
- 163. **COMMENTS:** \_\_\_\_\_

**BATHROOM #2**

- |  | <b>MOVE-IN CONDITION</b>                                     | <b>MOVE-OUT CONDITION</b> |
|--|--|---------------------------|
| 167. Ceiling, Walls (Paint), Baseboards, Vent Covers | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 168. Doors (Close properly / Condition)              | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 169. Flooring  | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 170. Light Fixtures                                  | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 171. Plugs & Switches                                | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 172. Cabinets (Close properly / Condition)           | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 173. Countertops                                     | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 174. Sinks & Faucets                                 | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 175. Soap dishes, towel bars, shower rod             | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 176. Tub / Shower & Faucets                          | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 177. Toilet  | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 178. Plumbing working properly                       | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 179. Fan   | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 180. Other: _____                                    | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 181. <b>COMMENTS:</b>                                | _____  |                           |

**BATHROOM #3**

- |  | <b>MOVE-IN CONDITION</b>                                     | <b>MOVE-OUT CONDITION</b> |
|--|--|---------------------------|
| 185. Ceiling, Walls (Paint), Baseboards, Vent Covers | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 186. Doors (Close properly / Condition)              | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 187. Flooring  | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 188. Light Fixtures                                  | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 189. Plugs & Switches                                | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 190. Cabinets (Close properly / Condition)           | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 191. Countertops                                     | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 192. Sinks & Faucets                                 | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 193. Soap dishes, towel bars, shower rod             | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 194. Tub / Shower & Faucets                          | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 195. Toilet  | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 196. Plumbing working properly                       | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 197. Fan   | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 198. Other: _____                                    | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 199. <b>COMMENTS:</b>                                | _____  |                           |

**UTILITY / LAUNDRY ROOM**

- |  | <b>MOVE-IN CONDITION</b>                                     | <b>MOVE-OUT CONDITION</b> |
|--|--|---------------------------|
| 203. Fan                                   | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 204. Cabinets (Close properly / Condition) | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 205. Sink                                  | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 206. Washer                                | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 207. Dryer                                 | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 208. Washer / Dryer Hookups                | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 209. Dryer Vent                            | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 210. Flooring (Note burns, tears, stains)  | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 211. Doors (Close properly / Condition)    | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 212. Switches                              | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 213. Other: _____                          | <input type="checkbox"/> Good <input type="checkbox"/> Other | _____                     |
| 214. <b>COMMENTS:</b>                      | _____  |                           |



216. **ADDITIONAL ROOM**

217. Room Name: \_\_\_\_\_

	<b>MOVE-IN CONDITION</b>	<b>MOVE-OUT CONDITION</b>
218. _____	<input type="checkbox"/> Good <input type="checkbox"/> Other	_____
219. _____	<input type="checkbox"/> Good <input type="checkbox"/> Other	_____
220. _____	<input type="checkbox"/> Good <input type="checkbox"/> Other	_____
221. _____	<input type="checkbox"/> Good <input type="checkbox"/> Other	_____
222. _____	<input type="checkbox"/> Good <input type="checkbox"/> Other	_____
223. _____	<input type="checkbox"/> Good <input type="checkbox"/> Other	_____
224. _____	<input type="checkbox"/> Good <input type="checkbox"/> Other	_____
225. _____	<input type="checkbox"/> Good <input type="checkbox"/> Other	_____
226. _____	<input type="checkbox"/> Good <input type="checkbox"/> Other	_____
227. _____	<input type="checkbox"/> Good <input type="checkbox"/> Other	_____

229. **OTHER**

	<b>MOVE-IN CONDITION</b>	<b>MOVE-OUT CONDITION</b>
230. Heating	<input type="checkbox"/> Good <input type="checkbox"/> Other	_____
231. A/C	<input type="checkbox"/> Good <input type="checkbox"/> Other	_____
232. Swamp Cooler	<input type="checkbox"/> Good <input type="checkbox"/> Other	_____
233. Filters size: _____	<input type="checkbox"/> Good <input type="checkbox"/> Other	_____
234. Fire Sprinklers	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
235. Security Alarm	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
236. Smoke Detector(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
237. Carbon Monoxide Detector	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
238. Trash Removed	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
239. _____	<input type="checkbox"/> Good <input type="checkbox"/> Other	_____
240. _____	<input type="checkbox"/> Good <input type="checkbox"/> Other	_____

241. **COMMENTS:** \_\_\_\_\_

242. \_\_\_\_\_

243. \_\_\_\_\_

244. **FIXTURE / PERSONAL PROPERTY INVENTORY**

245. The following fixtures / personal property are also included in the Residence (check all that apply):

	<b>QUANTITY</b>	<b>BRAND</b>	<b>COLOR</b>	<b>SERIAL #</b>	<b>CONDITION</b>
246. <input type="checkbox"/> Refrigerator	_____	_____	_____	_____	_____
247. <input type="checkbox"/> Stove	_____	_____	_____	_____	_____
248. <input type="checkbox"/> Dishwasher	_____	_____	_____	_____	_____
249. <input type="checkbox"/> Washer	_____	_____	_____	_____	_____
250. <input type="checkbox"/> Dryer	_____	_____	_____	_____	_____
251. _____	_____	_____	_____	_____	_____
252. _____	_____	_____	_____	_____	_____
253. _____	_____	_____	_____	_____	_____
254. _____	_____	_____	_____	_____	_____
255. _____	_____	_____	_____	_____	_____

256. **COMMENTS:** \_\_\_\_\_

257. \_\_\_\_\_

258. \_\_\_\_\_

259. \_\_\_\_\_

260. \_\_\_\_\_

261. \_\_\_\_\_

>>



**Move-In / Move-Out Condition Checklist >>**

262. Landlord and Tenant acknowledge that video and/or photos (digital or otherwise) may have been taken of the Premises condition and are  
 263. in Landlord's possession. Tenant may take video and/or photos at Tenant's own expense.  
 264. **TENANT AGREES** that the above information is an accurate account of the condition and contents of the Premises and acknowledges  
 265. receiving a copy hereof. Tenant understands that unless otherwise noted, all discrepancies will be Tenant's responsibility and will be  
 266. deducted from the security deposit at time of move out.  
 267.  
 268.

**\*\*\* PLEASE MAKE A COPY FOR YOUR RECORDS \*\*\***

**MOVE-IN**

Completed on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

278. ^ NAME (PLEASE PRINT)	_____	^ SIGNATURE	_____	DATE	_____
----------------------------	-------	-------------	-------	------	-------

281. ^ NAME (PLEASE PRINT)	_____	^ SIGNATURE	_____	DATE	_____
----------------------------	-------	-------------	-------	------	-------

This checklist must be signed and dated by the Landlord or Property Manager to be deemed received.

286. ^ LANDLORD/PROPERTY MANAGER	_____	DATE	_____
----------------------------------	-------	------	-------

**MOVE-OUT**

Completed on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

295. ^ NAME (PLEASE PRINT)	_____	^ SIGNATURE	_____	DATE	_____
----------------------------	-------	-------------	-------	------	-------

298. ^ NAME (PLEASE PRINT)	_____	^ SIGNATURE	_____	DATE	_____
----------------------------	-------	-------------	-------	------	-------

This checklist must be signed and dated by the Landlord or Property Manager to be deemed received.

303. ^ LANDLORD/PROPERTY MANAGER	_____	DATE	_____
----------------------------------	-------	------	-------

**For Broker Use Only:**

Brokerage File/Log No. _____	Manager's Initials _____	Broker's Initials _____	Date _____
			MO/DA/YR



