

APARTMENT INSPECTION

Community		Resident Name		Apt #	Occupancy Date	Vacate Date	
Please check off exceptions and describe in box provided							
		MOVE-IN		MOVE-OUT		FOR OFFICE USE ONLY	
KITCHEN						WORK ORDER #	CHARGE
Doors							
Walls & Ceiling							
Floor							
Windows & Screens							
Sink & Disposal							
Light Fixtures & Outlets							
Wall Cabinets & Hardware							
Refrigerator - Ice Trays							
Range - Fan - Light (Broiler Pan)							
DINING ROOM							
Walls & Ceiling							
Floor or Carpet							
Doors							
Light Fixtures & Outlets							
Window Cvrng/Window & Screens							
LIVING ROOM & HALLWAY							
Walls & Ceiling							
Floor or Carpet							
Closets - Stair Railings							
Light Fixtures & Outlets							
Window Cvrng/Window & Screens							
Doors							
BEDROOM(s) (Indicate Location)							
Walls & Ceiling							
Floors or Carpet							
Light Fixtures & Outlets							
Window Cvrng/Window & Screens							
Closets							
Doors							
BEDROOM(s) (Indicate Location)							
Walls & Ceiling							
Floors or Carpet							
Light Fixtures & Outlets							
Window Cvrng/Window & Screens							
Closets							
Doors							
BEDROOM(s) (Indicate Location)							
Walls & Ceiling							
Floors or Carpet							
Light Fixtures & Outlets							
Window Cvrng/Window & Screens							
Closets							
Doors							
BATHROOM							
Walls & Ceiling							
Window Cvrng/Window & Screens							
Floor							
Door - Tissue Holder - Fan							
Light Fixtures & Outlets							
Rods & Soap Dishes							
Medicine Cabinet							
Tub/Shower Fixtures							
Toilet & Seat							
Lavatory							
BATHROOM							
Walls & Ceiling							
Window Cvrng/Window & Screens							
Floor							
Door - Tissue Holder - Fan							
Light Fixtures & Outlets							
Rods & Soap Dishes							
Medicine Cabinet							
Tub/Shower Fixtures							
Toilet & Seat							
Lavatory							
MISCELLANEOUS							
Heating Unit							
Air Conditioning Unit							
Keys Received:	Front Door	Mail Box	Forwarding address				
	Laundry Room	Total Charges \$					
OCCUPANCY				VACATE			
Tenant Signature	Date	Concur	Tenant Signature		Date	Concur	
		Non-Concur	Manager Signature		Date	Non-Concur	
Manager Signature	Date						