

**FORM 7-6 Move-In/Out Inspection**

[ company logo, name, and address ]

Property	Resident
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Apartment No.	Type of Unit	Move-In Date	Move-Out Date
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Item	Condition"		Cost to Correct
	Move-In	Move-Out	
<b>ENTRANCE/HALLS</b>			
Steps and landings			
Handrails			
Doors			
Hardware/ Locks			
Floors/Coverings			
Walls/Coverings			
Ceilings			
Windows/Coverings			
Lighting (2)			
Electrical outlets			
Closets (3)			
Fire alarms/equipment			
<b>LIVING ROOM</b>			
Floor/Coverings			
Walls/Coverings			
Ceiling			
Windows/Coverings			
Lighting (2)			
Electrical outlets			
<b>DINING ROOM</b>			
Floor/Coverings			
Walls/Coverings			
Ceiling			
Windows/Coverings			

(continued)

Item	Condition ""		Cost to correct
	Move-In	Move-Out	
Lightin <sup>9</sup> (2)			
Electrical outlets			
<b>KITCHEN</b>			
Range			
Refrigerator			
Dishwasher			
Disposal			
Sink\Faucets (4)			
Floor\Coverings			
Walls\Coverings			
Ceiling			
Windows\Coverings			
Lighting (2)			
Electrical outlets			
Cabinets			
Closets/Pantry (3)			
Exhaust fan			
Washer/Dryer connection			
Fire alarms/equipment			
<b>BEDROOM(S)</b>			
Doors and locks			
Floor\Coverings			
Walls\Coverings			
Ceiling			
Windows\Coverings			
Closets (3)			
Lighting (2)			
Electrical outlets			
<b>BATHROOM(S)</b>			
Sink\Faucets (4)			
Shower/Tub (4)			
Curtain rack/Door			
Towel rack			
Toilet			

Item	Condition t''		Cost to Correct
	Move-In	Move-Out	
Doors/ Locks			
Floor/Coverings			
Walls/Coverings			
Ceiling			
Windows/Coverings			
Closets (3)			
Cabinets			
Exhaust fan			
Lighting (2)			
Electrical outlets			
<b>OTHER EQUIPMENT</b>			
Heating equipment			
Air-conditioning unit(s)			
Hot-water heater			
Smoke/Fire alarms			
Thermostat			
Door bell			
<b>TOTAL</b>			
(1) Note general appearance, if appropriate.		(3) Floor/Walls/Ceiling, shelves/rods, lighting.	
(2) Fixtures, bulbs, switches, and timers.		(4) Water pressure and hot water.	

I have inspected the apartment and found it to be in good condition, excepting the items noted above. I recognize that I am responsible for keeping the apartment in good condition, with the exception of coronal wear. In the event of damage, I agree to pay the cost to restore the apartment to its original condition.

*[ Disagreement with Move-Out Inspection should be noted on the form and a signed, written statement, listing the specific items of disagreement should be presented to the office. ]*

\_\_\_\_\_ Manager's Signature

\_\_\_\_\_ Resident's Signature

\_\_\_\_\_ Resident's Signature

	By	Date
Prepared	_____	_____
Reviewed	_____	_____
Prepared	_____	_____
Reviewed	_____	_____