

PREDIX

PROPERTY MANAGEMENT

MOVE-IN/CHECKLIST

This checklist must be returned to the office within five business days

Tenant: _____ Date: _____

Address: _____

ITEM	MOVE-IN
KEYS	
Apartment Door	
Mail Box	
LIVING ROOM/DINING ROOM	
Walls/Ceiling	
Flooring/Carpet	
Doors	
Windows	
Drapes/Blinds/Shades	
KITCHEN	
Overall Cleanliness	
Range/Oven	
Refrigerator	
Counter Tops/Cabinets	
Sink	
Dishwasher	
Garbage Disposal	

Floor	
Windows	
Walls/Ceiling	
HALLS	
Walls/Ceiling	
Flooring/Carpet	
Doors	
BEDROOMS	
Walls/Ceiling	
Flooring/Carpets	
Closet/Closet Door	
Door	
Windows	
Drapes/Blinds/Shades	
BATH	
Overall Cleanliness	
Tub/Shower	
Sink	
Toilet	
Tile	
Vanity	
Medicine Cabinet	
Flooring	
Door	
Windows	
MISCELLANEOUS	
Smoke Detectors (how many)	
Fire Extinguishers	

