

Move In/Out Condition Sheet

Tenant Name: _____ Unit # _____

Address: _____

City, State _____ Zip _____

Unless other wise noted, the premises are in good working order and undamaged.

Use the Key Codes that are provided please.

NC- NEEDS CLEANING

NP- NEEDS PAINT

NR- NEEDS REPAIR

RP- NEEDS REPLACING

NSP- NEEDS SPOT PAINTING

SC- NEEDS SPOT CLEANING

<u>OFFICE</u>	<u>MOVE IN</u>	<u>MOVE OUT</u>
Floor	_____	_____
Walls	_____	_____
Ceiling	_____	_____
Doors	_____	_____
Windows	_____	_____
Burglar bars	_____	_____
Elec. Fixture	_____	_____
Light Bulbs	_____	_____

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<u>BATHROOM</u>	<u>MOVE IN</u>	<u>MOVE OUT</u>
Floor	_____	_____
Walls	_____	_____
Ceiling	_____	_____
Doors	_____	_____
Elec. Fixture	_____	_____
Light Bulbs	_____	_____

WAREHOUSE	MOVE IN	MOVE OUT
Floor	_____	_____
Walls	_____	_____
Door	_____	_____
Elec. Fixture	_____	_____
Light Bulbs	_____	_____
 <i><u>A/ C</u></i>	 _____	 _____
 <i><u>A/C Filter</u></i>	 _____	 _____
 <i><u># of keys</u></i>	 _____	 _____

I/WE (the tenant(s)) understand that unless otherwise noted, all discrepancies will be tenants responsibility and will be deducted and from the security deposit at time of move out.

Tenant Signature: _____ Date: _____

Tenant Name: _____ Date: _____

Property Mgr.: _____ Date: _____