



## Move In Checklist

COMMENCEMENT  
Inventory Checklist Form

PPM Office Use Only

Date Given / Staff

Date Due:

Tenant Name(s):

Date Returned / Staff

Unit Address:

YOU MUST COMPLETE THIS CHECKLIST NOTING THE CONDITION OF THE RENTAL PROPERTY AND RETURN IT TO THE LANDLORD WITHIN 7 DAYS OF OBTAINING POSSESSION OF THE RENTAL UNIT.

### Note Condition or Type of Damage

#### **LIVING ROOM**

DOOR (INCLUDING LOCKS)	OK		Damaged:	
WINDOWS	OK		Damaged:	
WINDOW BLINDS	OK		Damaged:	
WINDOW SCREENS	OK		Damaged:	
FLOORING/CARPET	OK		Damaged:	
WALLS	OK		Damaged:	
CEILING	OK		Damaged:	

OTHER:

#### **DINING ROOM**

WINDOWS	OK		Damaged:	
WINDOW BLINDS	OK		Damaged:	
WINDOW SCREENS	OK		Damaged:	
FLOORING/CARPET	OK		Damaged:	
WALLS	OK		Damaged:	
CEILING	OK		Damaged:	

OTHER:

#### **KITCHEN**

WINDOWS	OK		Damaged:	
WINDOW BLINDS	OK		Damaged:	
WINDOW SCREENS	OK		Damaged:	
FLOORING	OK		Damaged:	
CABINETS	OK		Damaged:	
WALLS	OK		Damaged:	
COUNTERTOPS	OK		Damaged:	
SINK/FAUCET	OK		Damaged:	
DISHWASHER	OK		Damaged:	
FRIDGE	OK		Damaged:	
MICROWAVE	OK		Damaged:	
STOVE	OK		Damaged:	
CEILING	OK		Damaged:	

OTHER:

#### **HALLWAY**

### Note Condition or Type of Damage

WALLS	OK		Damaged:	
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CEILING	OK	Damaged:	
FLOORING	OK	Damaged:	
OTHER:			
<b>BEDROOM 1,</b> _____	Location & Occupant Name:		
DOOR	OK	Damaged:	
WINDOWS	OK	Damaged:	
WINDOW BLINDS	OK	Damaged:	
WINDOW SCREENS	OK	Damaged:	
FLOORING/CARPET	OK	Damaged:	
WALLS	OK	Damaged:	
CEILING	OK	Damaged:	
OTHER:			
<b>BEDROOM 2,</b> _____	Location & Occupant Name:		
DOOR	OK	Damaged:	
WINDOWS	OK	Damaged:	
WINDOW BLINDS	OK	Damaged:	
WINDOW SCREENS	OK	Damaged:	
FLOORING/CARPET	OK	Damaged:	
WALLS	OK	Damaged:	
CEILING	OK	Damaged:	
OTHER:			
<b>BEDROOM 3,</b> _____	Location & Occupant Name:		
DOOR	OK	Damaged:	
WINDOWS	OK	Damaged:	
WINDOW BLINDS	OK	Damaged:	
WINDOW SCREENS	OK	Damaged:	
FLOORING/CARPET	OK	Damaged:	
WALLS	OK	Damaged:	
CEILING	OK	Damaged:	
OTHER:			
<b>BEDROOM 4,</b> _____	Location & Occupant Name:		
DOOR	OK	Damaged:	
WINDOWS	OK	Damaged:	
WINDOW BLINDS	OK	Damaged:	
WINDOW SCREENS	OK	Damaged:	
FLOORING/CARPET	OK	Damaged:	
WALLS	OK	Damaged:	
CEILING	OK	Damaged:	
OTHER:			
<b>BEDROOM 5,</b> _____	Location & Occupant Name:		
DOOR	OK	Damaged:	
WINDOWS	OK	Damaged:	
WINDOW BLINDS	OK	Damaged:	
WINDOW SCREENS	OK	Damaged:	

FLOORING/CARPET	OK	Damaged:	
WALLS	OK	Damaged:	
CEILING	OK	Damaged:	
OTHER:			
<b>BATHROOM 1</b>	Location:		
DOOR	OK	Damaged:	
WINDOWS	OK	Damaged:	
WINDOW BLINDS	OK	Damaged:	
WINDOW SCREENS	OK	Damaged:	
FLOORING	OK	Damaged:	
WALLS	OK	Damaged:	
CEILING	OK	Damaged:	
TOILET	OK	Damaged:	
TOWEL BARS	OK	Damaged:	
BATHTUB/SHOWER	OK	Damaged:	
OTHER:			
<b>BATHROOM 2</b>	Location:		
DOOR	OK	Damaged:	
WINDOWS	OK	Damaged:	
WINDOW BLINDS	OK	Damaged:	
WINDOW SCREENS	OK	Damaged:	
FLOORING	OK	Damaged:	
WALLS	OK	Damaged:	
CEILING	OK	Damaged:	
TOILET	OK	Damaged:	
TOWEL BARS	OK	Damaged:	
BATHTUB/SHOWER	OK	Damaged:	
OTHER:			
<b>BATHROOM 3</b>	Location:		
DOOR	OK	Damaged:	
FLOORING	OK	Damaged:	
WALLS	OK	Damaged:	
CEILING	OK	Damaged:	
TOILET	OK	Damaged:	
TOWEL BARS	OK	Damaged:	
BATHTUB/SHOWER	OK	Damaged:	
OTHER:			
<b>BASEMENT, GARAGE, OTHER:</b>			
<p>We encourage you to take photos of the unit during your walk through - email them to <a href="mailto:leasing@partloproperty.com">leasing@partloproperty.com</a> and they will be saved in your electronic AND paper files.</p>			