



# 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><i>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.</i></p>					