



Move-In Inspection

As you prepare to move into your new rental home, please take a few moments to review the lease and the documentation provided in your move-in packet. This document in particular will help you document your move in condition and help to ensure that your move-out processing and deposit claims are accurate. Please keep the following in mind when completing your move in.

- ❖ All utilities should be transferred into your name to avoid interruption of service the day your lease begins.
- ❖ Your Move-In Inspection report is not required to be returned to our office until 5 days after occupancy. Please take this time to fully detail the entire home inside and out and check all appliances and home systems.
- ❖ Items that need immediate repair should be submitted to our office in writing and separately from the Move-In Inspection.
- ❖ You are not required to use the form we provide, as long as we receive something in writing that clearly identifies any issues you see at the house.
- ❖ We encourage you to submit videos or photos of any discrepancies along with your report. We will keep these on file until your move out and they can be much more beneficial than written documentation. (E-mail photos or bring in a thumb drive with your photos and we will store them on our servers.)
- ❖ Please ensure the report is returned to our office within the 5-day period. If a condition report is not delivered to our office, we will assume that our inspection is 100% accurate when we begin processing your move out.

Prior to your move-in, an inspection was completed by one of our inspectors. He or she will have documented every room of the home with photos and notes of defects; however, we acknowledge that even the most detailed inspection may miss something. This is why your contribution to this process is important. The more information you can provide at move-in, the more resources we have to review when your account is reviewed at move-out.

Thank you for choosing RE/MAX Infinity Property Management.

Condition Inspection Report

Tenant Name: _____

Address: _____

Date of Move In: _____

AREA	CONDITION
KITCHEN	
Walls	
Ceiling	
Floor	
Refrigerator	
Stove/Oven	
Microwave	
Range Hood	
Sink	
Countertops	
Cabinets (in/out)	
Dishwasher	
Lights	
AREA	CONDITION
LIVING ROOM	
Walls	
Ceiling	
Floor	
Lights	
Ceiling Fans	
Closets/Mirrors	
Windows/Screens/Frames	
Doors/Locks	
Fireplace	
AREA	CONDITION
DINING ROOM	
Walls	
Ceiling	
Floor	
Lights	
Ceiling Fans	

Closets/Mirrors	
Windows/Screens/Frames	
Doors/Locks	
Fireplace	
AREA	CONDITION
OFFICE/DEN	
Walls	
Ceiling	
Floor	
Lights	
Ceiling Fans	
Closets/Mirrors	
Windows/Screens/Frames	
Doors/Locks	
AREA	CONDITION
BEDROOM #	
Walls	
Ceiling	
Floor	
Lights	
Ceiling Fans	
Closets/Mirrors	
Windows/Screens/Frames	
Doors/Locks	
AREA	CONDITION
BEDROOM #	
Walls	
Ceiling	
Floor	
Lights	
Ceiling Fans	
Closets/Mirrors	
Windows/Screens/Frames	
Doors/Locks	
AREA	CONDITION
BEDROOM #	
Walls	
Ceiling	
Floor	
Lights	

Ceiling Fans	
Closets/Mirrors	
Windows/Screens/Frames	
Doors/Locks	
AREA	CONDITION
BEDROOM #	
Walls	
Ceiling	
Floor	
Lights	
Ceiling Fans	
Closets/Mirrors	
Windows/Screens/Frames	
Doors/Locks	
AREA	CONDITION
BATHROOM #	
Walls	
Ceiling	
Floor	
Lights	
Closets/Mirrors	
Doors/Locks	
Sink	
Bathtub/Shower Surround	
Toilet	
Fixtures/Towel Accessories	
AREA	CONDITION
BATHROOM #	
Walls	
Ceiling	
Floor	
Lights	
Closets/Mirrors	
Doors/Locks	
Sink	
Bathtub/Shower Surround	
Toilet	
Fixtures/Towel Accessories	
AREA	CONDITION
BATHROOM #	

Walls	
Ceiling	
Floor	
Lights	
Closets/Mirrors	
Doors/Locks	
Sink	
Bathtub/Shower Surround	
Toilet	
Fixtures/Towel Accessories	
AREA	CONDITION
REC ROOM/FAMILY ROOM	
Walls	
Ceiling	
Floor	
Lights	
Ceiling Fans	
Closets/Mirrors	
Windows/Screens/Frames	
Doors/Locks	
Fireplace	
AREA	CONDITION
EXTERIOR	
Lawn	
Siding	
Gutters	
Roof	
Patio/Porch	
Fence	
Shed	
AREA	CONDITION
FURNACE	
SMOKE DETECTORS/CO2 DETECTORS (Working# on site)	
STORAGE AREA(s)	
AREA	CONDITION
OTHER	

Walls	
Ceiling	
Floor	
Lights	
Ceiling Fans	
Closets/Mirrors	
Windows/Screens/Frames	
Doors/Locks	

As of _____ The electric has been put in my name with _____

As of _____ The gas has been put in my name with _____

As of _____ The trash has been put in my name with _____

As of _____ The water/sewer has been put in my name with _____

We received a total of _____ Garage Remotes

We received a total of _____ Keys

Tenant has inspected the above Premises within the 5-day grace period and accepts it with the conditions and/or exceptions noted above. Tenant acknowledges this reports part of the Lease with the Landlord for the above Premises. Tenant agrees to return the Premises in like condition upon termination of tenancy, normal wear and tear accepted.

TENANT _____ DATE: _____

TENANT _____ DATE: _____

Move-In Work Order Request

Should you find items needing attention during your move-in, please complete the following form and submit along with your move-in inspection report. Notated items will be forwarded to our maintenance coordinator for immediate review and processing. You may also notify our office by e-mail, or through your maintenance portal online.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____