

TALLARIGO PROPERTIES MOVE-IN/MOVE-OUT CHECKLIST

This MOVE-IN/MOVE-OUT CHECKLIST is hereby made a part of the Lease Agreement dated _____, 20____, by and between _____, the Lessor/Agent, and _____ the Lessee, for the premises located at _____.

Move-In Date: _____ Move-Out Date: _____
 Inspection Date: _____ Inspection Date: _____

1. The checklist is to be completed by the Lessor/Agent upon the Resident moving in and moving out of the residence. The Resident is encouraged to be present during inspections.
2. The Lessee shall have 3 (three) days after taking possession in which to amend this checklist to include any further defects in the property which were unnoticed at the time of the Move-In Inspection. The Lessee agrees that failure to notify the Lessor/Agent of such further defects in writing within the time specified shall be conclusive proof that there are no further defects and that in fact the Lessee has accepted the premises, its furnishings, and appliances in good and satisfactory condition except as noted herein.
3. Upon vacating the premises, the Lessee shall leave the premises in the same or better condition as when accepted by the Lessee, reasonable wear excepted.

	MOVE-IN			MOVE-OUT	
	NEW	GOOD	COMMENTS	CONDITION	CHARGE
Number of Keys ()					
Mailbox - # of Keys ()					
Door - # of Keys ()					
Dead Bolt - # of Keys ()					
Other -					
KITCHEN (Including Cabinets) – Clean					
Refrigerator – Clean and Working					
2 Crispers and Glass Top					
Light Bulb					
Stove – Clean and Working					
Oven Racks #					
Broiler Pan #					
Chips or cracks in kitchen appliances					
Condition of counter tops					
Fan, Filter & hood – Clean & working					
BATHROOM #1 – Clean					
Soap dishes, tower bars, shower rod, Paper holders secure					
Tub & sink stoppers working properly					
Caulking – Clean					
Tiles					
Fan – Clean & working					
BATHROOM #2 – Clean					
Soap dishes, tower bars, shower rod, Paper holders secure					
Tub & sink stoppers working properly					
Caulking – Clean					
Tiles					
Fan – Clean & working					
HEATING & A/C(s) – Clean & Working					
Filters					
DOORS – Close Properly					
Doors & Frames – no holes in surfaces					
Door Stops					
Door Knobs					
CLOSET DOORS					
WINDOWS –Close/Lock Properly					
Screens in Windows					
Windows Clean					

	NEW	GOOD	COMMENTS	CONDITION	CHARGE
FLOORS CLEAN–Note stains/tears/burns					
RUBBISH REMOVED (MOVE-OUT)					
LIGHTING FIXTURES/Bulbs					
WALL SURFACES-Clean, free of holes					
VENTS and REGISTERS					
ELECTRICAL – Outlets and Plates					
MIRRORS					
SMOKE ALARM(s) – Work					
Fire Extinguishers					

COMMENTS _____

Personal Property - The following personal property is also included in the Residence:

	QUANTITY	BRAND	COLOR	SERIAL #	CONDITION
REFRIGERATOR					
STOVE					
CARPET & FLOORING					
DRAPES					
SHADES/BLINDS					
CEILING FANS					
ABC FIRE EXTINGUISHER					

SMOKE DETECTORS

The Lessee hereby acknowledges that smoke detectors are located on the premises in the following locations and that said smoke detectors are currently operable.

The Lessee agrees to maintain said smoke detectors in working condition at all times. This includes: (1) testing each smoke detector periodically by pushing the test button. (2) if battery operated, replacing the battery or batteries as often as necessary, but at least twice yearly, and (3) notifying the Lessor/Agent immediately of any malfunctioning smoke detector.

THE LESSEE AGREES that the above information is an accurate account of the condition and contents of said premises and acknowledges receiving a copy hereof. The Lessor/Agent reserves the right to add additional charges for damages or uncleanliness which may be discovered after the Resident vacates the premises.

Move-In Date:	Move-Out Date:
Lessee Signature: _____ Date: _____	Lessee: _____
Lessee Signature: _____ Date: _____	Lessee: _____
Lessee Phone Number: _____	Lessor/Agent: _____
Lessor/Agent: _____	

FOR OFFICE USE ONLY

Rent Due \$:	Amount of Deposit \$:
Late Charges \$:	Less Charges \$:
Cleaning & Other Damages \$:	Amount of Refund \$:
Other Charges \$:	Check #:
Total Charges to Resident \$:	Processor:

Duke Energy 1-800-544-6900

 Lessor/Agent (Print)

 Address

 Phone

 Email