

# MY HOUSE, INC.

## MOVE IN CHECKLIST

Rcvd by My House: \_\_\_\_\_

(to be filled out by My House)

*Please make a copy of this checklist for your records, then return this form (signed) within seven (7) days of move-in or it will be understood that there is no previous damage to the property.*

Residents:

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Property Address: \_\_\_\_\_

Date of Check- in: \_\_\_\_\_

Phone: \_\_\_\_\_

| Living Room:        | Tenant Comments |
|---------------------|-----------------|
| Doors/Locks/Screens |                 |
| Electrical Fixtures |                 |
| Fireplace           |                 |
| Baseboards          |                 |
| Carpet/Flooring     |                 |
| Sliding Glass Doors |                 |
| Walls and Ceilings  |                 |
| Windows/Screens     |                 |
| Blinds/Drapes       |                 |

Other

| Family Room:        | Tenant Comments |
|---------------------|-----------------|
| Doors/Locks/Screens |                 |
| Electrical Fixtures |                 |
| Fireplace           |                 |
| Baseboards          |                 |
| Carpet/Flooring     |                 |
| Sliding Glass Doors |                 |
| Walls and Ceilings  |                 |
| Windows/Screens     |                 |
| Blinds/Drapes       |                 |

Other

| Dining Room:        | Tenant Comments |
|---------------------|-----------------|
| Doors/Locks/Screens |                 |
| Electrical Fixtures |                 |

These columns to be filled out by **My House Maintenance** only!

| Move-in Maintenance | Move-out Maintenance |
|---------------------|----------------------|
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| Move-in Maintenance | Turn Maintenance |
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| Move-in Maintenance | Turn Maintenance |
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| Windows and Screens  |  |
| Floor and Baseboards |  |
| Doors and Locks      |  |
| Electrical Outlets   |  |

Other

| <b>Bathroom #1:</b>         | <b>Tenant Comments</b> |
|-----------------------------|------------------------|
| Bathtub and Sink            |                        |
| Toilet Bowl and Base        |                        |
| Mirror and Medicine Cabinet |                        |
| Ceramic Tile                |                        |
| Vanity Inside and Out       |                        |
| Light Fixtures              |                        |
| Floor Coverings             |                        |
| Walls and Woodwork          |                        |
| Windows and Screens         |                        |
| Towel Bar and Shower Rod    |                        |
| Vent Fan                    |                        |

Other

| <b>Bathroom #2:</b>         | <b>Tenant Comments</b> |
|-----------------------------|------------------------|
| Bathtub and Sink            |                        |
| Toilet Bowl and Base        |                        |
| Mirror and Medicine Cabinet |                        |
| Ceramic Tile                |                        |
| Vanity Inside and Out       |                        |
| Light Fixtures              |                        |
| Floor Coverings             |                        |
| Walls and Woodwork          |                        |
| Windows and Screens         |                        |
| Towel Bar and Shower Rod    |                        |
| Vent Fan                    |                        |

Other

| <b>Bathroom #3:</b>         | <b>Tenant Comments</b> |
|-----------------------------|------------------------|
| Bathtub and Sink            |                        |
| Toilet Bowl and Base        |                        |
| Mirror and Medicine Cabinet |                        |
| Ceramic Tile                |                        |
| Vanity Inside and Out       |                        |

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| <b>Move-in Maintenance</b> | <b>Turn Maintenance</b> |
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| <b>Move-in Maintenance</b> | <b>Turn Maintenance</b> |
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| <b>Move-in Maintenance</b> | <b>Turn Maintenance</b> |
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| Yard |  |
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Other

| Garage: | Tenant Comments |
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|                    |  |
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| Garage Door Opener |  |
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| Doors |  |
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Other

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| Move-in Maintenance | Turn Maintenance |
|---------------------|------------------|
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**Items Left on Premises to be Hauled Away:**

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**Additional Comments:**

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Checked at move-in by: \_\_\_\_\_  
 (Resident) (Date)