



To be completed by My House:

Date Received _____

Employee Name _____

Pics Included?

Notes:

Move-In Condition Report (5 pages)

Tenant(s), please complete this report within seven (7) days of moving in. Tenant(s) and landlord mutually agree on the condition of the property upon move-in by tenant(s) signing this form. Each party keeps a copy of signed report. Landlord again uses this move-in report after move-out when determining if any of the tenant's deposit will be retained for cleaning or repairs, based on the condition the property is returned after tenant(s) departure. Submit additional pages as needed. BE SPECIFIC and DETAILED when filling out the report and INCLUDE PICTURES. Pictures are accepted on USB Flash Drive or CD only; no emails and please note that HEIC files do not show up. Thank you and welcome home!

If not returned within seven (7) days or at all, it will be presumed that there is no previous/existing damage or cosmetic discrepancies to the property.

Property Address (include Unit # if applicable):

_____ **Move-In Date:** _____

Does each window have a SCREEN?

Is there a CARBON MONOXIDE (CO) MONITOR on each level?

Is there a SMOKE ALARM in each bedroom?

If any of the above 3 boxes are NOT checked, please give details here:

Please check if you signed and moved in on an early move-in waiver

Keep remarks blank if conditon is okay or area not applicable

Kitchen	Tenant Remarks
Refrigerator	
Sink/Disposal	
Oven/Stove	
Cabinets	
Countertops	

Dishwasher	
Walls	
Floor	
Windows-Screens-Blinds Curtain Rods	
Light Fixtures	
Doors	
Living Room	Tenant Remarks
Windows-Screens-Blinds Curtain Rods	
Doors	
Walls	
Floor	
Fireplace	
Light Fixtures	
Bedroom 1	Tenant Remarks
Windows-Screens-Blinds Curtain Rods	
Doors	
Walls	
Floor	
Light Fixtures	
Closet	
Bedroom 2	Tenant Remarks
Windows-Screens-Blinds Curtain Rods	
Doors	
Walls	
Floor	
Light Fixtures	
Closet	
Bedroom 3	Tenant Remarks

Windows-Screens-Blinds Curtain Rods	
Doors	
Walls	
Floor	
Light Fixtures	
Closet	
Bedroom 4	Tenant Remarks
Windows-Screens-Blinds Curtain Rods	
Doors	
Walls	
Floor	
Light Fixtures	
Closet	
Bedroom 5	Tenant Remarks
Windows-Screens-Blinds Curtain Rods	
Doors	
Walls	
Floor	
Light Fixtures	
Closet	
Bedroom 6	Tenant Remarks
Windows-Screens-Blinds Curtain Rods	
Doors	
Walls	
Floor	
Light Fixtures	
Closet	
Bathroom 1	Tenant Remarks

Doors	
Sink/Vanity	
Toilet	
Shower/Tub	
Walls	
Floor	
Light Fixtures	
Windows-Screens-Blinds Curtain Rods	
Vent Fan	
Bathroom 2	Tenant Remarks
Doors	
Sink/Vanity	
Toilet	
Shower/Tub	
Walls	
Floor	
Light Fixtures	
Windows-Screens-Blinds Curtain Rods	
Vent Fan	
Bathroom 3	Tenant Remarks
Doors	
Sink/Vanity	
Toilet	
Shower/Tub	
Walls	
Floor	
Light Fixtures	
Windows-Screens-Blinds Curtain Rods	

Vent Fan	
Hallway(s)	Tenant Remarks
Walls	
Floor	
Light Fixtures	
Stairs	
Laundry	Tenant Remarks
Washer/Dryer	
Walls	
Floor	
Light Fixtures	
Garage	Tenant Remarks
Walls	
Floor	
Doors/Garage Door Opener	
Light Fixtures	
Exterior	Tenant Remarks
Front Yard	
Back Yard	

Pics Included? Yes No

To request maintenance in your new home, please log into your tenant portal and follow the prompts to “Request Maintenance” from your portal home page.

Tenant Names (Please Print):

Signature _____ (At least one is required)

Date: _____