New Resident Move-In Inspection Form

Template provided by ARBORS MANAGEMENT, INC.

The Importance of Move-In Inspections

Property management professionals and residents alike would agree that one of the most important parts of the move-in process is completing an inspection of your property.

Why is that? Well, there are a few reasons:

1. **Code** - It's important to make sure that your property is up to code, in good shape, and that everything is in working order
2. **Record of Condition** - It is also important to have a record of the condition of your property prior to a new resident moving in. This way, you have a dated and signed document that could help free you from blame should any legal disputes arise
3. **Set Expectations** - This document can also benefit residents in helping them understand the standard that you would like to keep your property up to, and hopefully encourage them to treat your property as if it were their own
4. **In Agreement** - This document ensures that both you and your resident(s) are on the same page as they get ready to call your property their new home

Using this Packet

On the following pages, you'll see that each page is dedicated to a specific room, and lists items that are common to almost all properties that are crucial to check during your inspection. There are also blank cells for additional items that a room may have, and there is a blank table at the very end for any additional rooms/areas a property may have.

Example: If your property has 3 bedrooms, print out 3 copies of the bedroom page and number each page Bedroom 1, 2, and 3. If your property has an additional space like an outdoor area, print out the blank table and fill that in for that space.

*****In addition to recording the condition of your property on this form, we always encourage landlords to take property photos to have visual documentation of the condition as well!***

Bonus Tip!

Use this Property Inspection Key that we've developed to help you quickly and efficiently record the condition of your property!

Property Inspection Key:

- G = Good
- OK = Okay
- NR = Needs Repair
- NP = Needs Paint
- NC = Needs Cleaned
- R = Replace
- NA = Not Applicable

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Property:		Resident(s) Name(s):	
Unit #:	# Bedrooms:	# Bathrooms:	Move-in Date:
Signature(s):			Date:

Room or Area	Condition of Area		Cost to Correct
	Move-In	Move-Out	
Entryway			
Doors / Locks			
Floors			
Walls / Ceiling			
Windows			
Outlets / Switches			
Light fixtures			
Steps / Handrails			

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Room or Area	Condition of Area		Cost to Correct
	Move-In	Move-Out	
Living Room			
Floors			
Walls / Ceiling			
Windows			
Outlets / Switches			
Light fixtures			

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Room or Area	Condition of Area		Cost to Correct
	Move-In	Move-Out	
Kitchen			
Floors			
Walls / Ceiling			
Windows			
Outlets / Switches			
Light fixtures			
Appliances			
Countertops			
Cabinets / Drawers			

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Room or Area	Condition of Area		Cost to Correct
	Move-In	Move-Out	
Dining Area			
Floors			
Walls / Ceiling			
Windows			
Outlets / Switches			
Light fixtures			

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Room or Area	Condition of Area		Cost to Correct
	Move-In	Move-Out	
Bedroom #			
Floors			
Walls / Ceiling			
Windows			
Outlets / Switches			
Light fixtures			
Closet			

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Room or Area	Condition of Area		Cost to Correct
	Move-In	Move-Out	
Bathroom #			
Floors			
Walls / Ceiling			
Windows			
Outlets / Switches			
Light fixtures			
Vanity / Sink			
Toilet			
Shower			
Linen closet			
Water pressure & temp.			

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Room or Area	Condition of Area		Cost to Correct
	Move-In	Move-Out	