WHITEMARSH PROPERTIES

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MOVE-IN / MOVE-OUT CHECKLIST

UNIT CONDITION REPORT

At move-in: You may inspect the unit and note any damages or defects that already exist, and you may request a list of physical damages or defects, if any, charged to the previous tenant's security deposit. Please make that request in writing. Return this checklist by _____ (at least 7 days after your tenancy starts). Keep a copy and take photos.

At move-out: We complete the right-hand columns together. Leave a forwarding address so your security deposit, or the balance with a written explanation of any deductions, can be mailed within 21 days as Wisconsin law requires. Normal wear and tear is not deducted.

TENANT NAME(S) _____ RENTAL ADDRESS _____ MOVE-IN DATE _____ MOVE-OUT DATE _____

Condition codes: **G** Good · **F** Fair · **P** Poor · **D** Damaged or missing · **NA** Not applicable. Describe any damage in the notes column.

LIVING ROOM / ENTRY	IN	MOVE-IN NOTES	OUT	MOVE-OUT NOTES
Entry door, locks & doorbell				
Walls & ceiling				
Floors / carpet				
Windows, screens & blinds				
Lights, outlets & switches				

KITCHEN	IN	MOVE-IN NOTES	OUT	MOVE-OUT NOTES
Walls & ceiling				
Floors				
Cabinets & counters				
Sink, faucet & disposal				
Refrigerator				
Stove, oven & range hood				
Dishwasher & microwave				
Lights, outlets & windows				

BATHROOM	IN	MOVE-IN NOTES	OUT	MOVE-OUT NOTES
Walls & ceiling				
Floors				
Toilet				
Tub / shower, tile & caulk				
Sink, vanity & faucet				
Mirror, cabinet & towel bars				
Exhaust fan, lights & outlets				

BEDROOM 1	IN	MOVE-IN NOTES	OUT	MOVE-OUT NOTES
Door & lock				
Walls & ceiling				
Floors / carpet				
Windows, screens & blinds				
Closet, lights & outlets				

BEDROOM 2	IN	MOVE-IN NOTES	OUT	MOVE-OUT NOTES
Door & lock				
Walls & ceiling				
Floors / carpet				
Windows, screens & blinds				
Closet, lights & outlets				

BEDROOM 3	IN	MOVE-IN NOTES	OUT	MOVE-OUT NOTES
Door & lock				
Walls & ceiling				
Floors / carpet				
Windows, screens & blinds				
Closet, lights & outlets				

OTHER ROOM: _____	IN	MOVE-IN NOTES	OUT	MOVE-OUT NOTES

LAUNDRY & MECHANICAL	IN	MOVE-IN NOTES	OUT	MOVE-OUT NOTES
Washer / dryer & hookups				
Water heater				
Furnace & filter				
Basement / storage				

EXTERIOR	IN	MOVE-IN NOTES	OUT	MOVE-OUT NOTES
Entry & storm doors				
Porch, deck & steps				
Garage / parking				
Yard & walkways				

SAFETY DEVICES AND KEYS

ITEM	AT MOVE-IN	AT MOVE-OUT
Smoke detectors (number working)		
CO detectors (number working)		
Unit keys (number)		
Mailbox, garage & other keys (number)		
Garage door remotes (number)		

MOVE-IN SIGN-OFF

We agree this checklist shows the condition of the unit at move-in.

TENANT SIGNATURE _____ DATE _____

WHITEMARSH REPRESENTATIVE _____ DATE _____

MOVE-OUT SIGN-OFF

We agree this checklist shows the condition of the unit at move-out.

FORWARDING ADDRESS _____

TENANT SIGNATURE _____ DATE _____

WHITEMARSH REPRESENTATIVE _____ DATE _____

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