



TENANT MOVE IN INSPECTION FORM.

*Make a note of anything you notice that is pre-existing that you do not want to be responsible for

DATE _____

Tenant _____

Address _____ Phone (Hm) _____

(Wk) _____

Plumbing:

Electrical:

Wall/Ceiling/Door Repair:

Flooring:

Appliances:

Window/Glass:

Outside Maintenance:

Other



**REAL
PROPERTY
MANAGEMENT**

The following checklist may be helpful in your move-in

- Utilities called and transferred into your name 24 hours prior to move-in.
- Water company called and transferred into your name (if applicable).
- Renter's insurance obtained.

The following items are the responsibility of the tenant

- Once swamp cooler has been winterized, **DO NOT** turn back on - this will cause leaks.
- DO NOT** set AC below 70. The lines will freeze
- Yard care/watering (by hand if sprinklers broken) Minor trimming, pruning & weeding beds
- Snow Removal, sidewalks, and mailbox area - **Per City Ordinance**
- Testing and changing batteries in smoke detectors and/or carbon monoxide detectors.
- Changing **all** inoperable light bulbs (**60 watt maximum**) and fluorescent tubes in easily accessible light fixtures.
- Keep dryer vents & house vents inside & out clean
- Pest control (for details please call the office).
- Inside & outside window cleaning.
- Tenant is responsible for all maintenance of water softener and water purification systems (if applicable).
- Drain stoppage (clogging) when caused by tenant. **Do not** put potato peelings, onion skins, or artichoke trimmings through the disposal. Any other food placed in the disposal should have water run through the drain for at least 10 seconds after grinding.
- Payment of rent or other charges as determined by lease and addendum.
- Do not use the drop-in cleaners in the tank of the toilet. This will destroy the rubber in the fittings. The type that clip to the bowl edge are best. Do not
- DO NOT** put or store any items on top of furnace or water heater. These may become a fire hazard.

This is only a partial list, please refer to your lease and addendums for clarification.

RPM has an approved vendor list for most of your maintenance and cleaning needs.

Please contact our office if you need a referral.



What is Normal Wear VS. Damages

Wear and Tear is defined as: The lessening in value of an asset such as real estate due to ordinary and normal use.	Damage is defined as: Injury or harm that reduces value, usefulness, etc. of real estate.
<p>Well worn keys</p> <p>“Sticky” key</p> <p>Balky door lock</p> <p>Normal cleaning</p> <p>Depressurized fire extinguisher with unbroken seal</p> <p>Worn pattern in plastic counter top rust stain under sink faucet</p> <p>Loose inoperable faucet handle</p> <p>Rusty refrigerator shelf</p> <p>Discolored ceramic tile</p> <p>Loose grout around ceramic tile</p> <p>Carpet seam unraveling</p> <p>Threadbare on wooden floor</p> <p>Linoleum with the back showing through</p> <p>Wobbly toilet</p> <p>Rusty shower curtain rod</p> <p>Rust stain under bathtub spout</p> <p>Tracks on doorjamb where door rubs</p> <p>Plant hanger left in ceiling</p> <p>Stain on ceiling caused by leaky roof</p> <p>Normal repainting</p> <p>Discolored light fixture globe</p> <p>Window cracked by settling or high wind</p> <p>Faded shade</p> <p>Sun damaged carpet</p> <p>Sun damaged drapes</p> <p>Dirty window screen</p> <p>Broken drawer guides</p> <p>Small nail holes</p>	<p>Any unauthorized alterations (i.e. painting, wallpapering, etc.)</p> <p>Failure to report maintenance in a timely manner which could lead to further damage, such as; leaks, discoloration of linoleum and tile, blistering paint in bathrooms, defective weather stripping (these lead to sheet rock damages, carpet damage)</p> <p>Inadequate cleaning</p> <p>Missing faucet handle</p> <p>Missing or broken refrigerator shelf or door</p> <p>Damaged ceramic tile or bathtub/sink enamel</p> <p>Cracked or broken toilet tank lid</p> <p>Damaged shower curtain rod or towel bars</p> <p>Carpet burn or tear marks on carpet</p> <p>Damage to wooden floor</p> <p>Tear in linoleum</p> <p>Scratches, holes, or gouges in any door</p> <p>Missing doors, missing or broken door stops</p> <p>Missing light fixture globe, burned out or missing light bulbs</p> <p>Damaged lenses</p> <p>Broken windows or glass</p> <p>Damaged vertical and mini blinds, torn shade, damaged drapes or rods</p> <p>Missing, bent, or torn window screens</p> <p>Pet damage, fleas from tenant’s pets, urine odor in carpet or wood floors or garage floors</p> <p>Caked grease or paint on walkways and driveways</p> <p>Broken smoke alarms or carbon monoxide alarms</p> <p>Removal of tenant trash and junk</p>