



## **Move-In & Move-Out Instructions**

### **Move-In Instructions:**

**Upon signing the lease, your agent will conduct a move-in inspection with the lessee and make notes to the condition of the unit. Both parties must be present. Lessee should point out any defects during the inspection to the agent. Please use the form provided to make notes. You may also take pictures to keep for your records.**

**Please transfer all utilities you are responsible for to your name. Refer to the lease or ask the agent what these are.**

### **Move-Out Instructions:**

**After giving ERG / Landlord your 30 day notice of intent to vacate, you will need to schedule 2 move-out walk through inspections with an agent. The first one will be used to point out any issues that need to be addressed prior to vacating. Final inspection will be conducted to confirm items noted in first were addressed**

- To avoid or lesson cleaning fees, please clean the entire unit. This includes stove, refrigerator, blinds, windows, bathroom sink, toilet and bathtub. If needed, carpet should be cleaned as well.**
- To avoid or lesson repair fees, please patch any holes in walls. Examples are holes from picture frames, hanging artwork, etc.**





# Property Management

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## APARTMENT INTERIOR INSPECTION REPORT

Apt.: \_\_\_\_\_ Unit Size (circle one): Studio 1bd/1ba 2bd/1ba 2bd/2ba 3bd/3ba

<i>Items</i>	<b>Move-In Character and Condition</b>	<b>Move-Out Character and Condition</b>
<b>Coat Closet</b>		
Door		
Floor		
Interior Walls		
Ceiling		
Shelves, Rods, Hooks		
<b>Living Room</b>		
Floor (Carpeting)		
Baseboards		
Walls		
Ceiling		
Windows		
Doors		
Light Fixtures & Switches		
Electric Outlets		
Draperies		
<b>Dining Room</b>		
Floor (Carpeting)		
Baseboards		
Walls		
Ceiling		
Windows		
Light Fixtures & Switches		
Electric Outlets		
Draperies		
<b>Kitchen</b>		
Doors		
Locks		
Floor		
Baseboards		
Walls		
Ceiling		
Light Fixtures & Switches		
Electric Outlets		
Dishwashers		
Stove & Range		
Sink		
Cabinets		
Refrigerator		
Cutting Board		
Ventilating Hood		
Disposal		

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<b>First Bedroom</b>		
Floor (Carpeting)		
Baseboards		
Walls		
Ceiling		
Windows		
Doors		
Light Fixtures & Switches		
Electric Outlets		
Draperies		
Closets		
<b>Second Bedroom</b>		
Floor (Carpeting)		
Baseboards		
Walls		
Ceiling		
Windows		
Doors		
Light Fixtures & Switches		
Electric Outlets		
Draperies		
Closets		
<b>Third Bedroom</b>		
Floor (Carpeting)		
Baseboards		
Walls		
Ceiling		
Windows		
Doors		
Light Fixtures & Switches		
Electric Outlets		
Draperies		
Closets		
<b>First and/or Second Bathroom</b>		
Doors		
Floor		
Walls		
Ceiling		
Window		
Tub (Glass Door)		
Shower Curtain or Door		
Lavatory		
Flush Tank		
Faucets		
Light Fixtures & Switches		
Electric Outlets		
Exhaust Fan		
Towel Racks, etc.		
Cabinets		
<b>Linen Closet</b>		
Door		
Floor		
Ceiling		
Walls		
Shelves		
Drawers		
Electric Lights		
<b>Environmental Controls</b>		
Heating Equipment		
Air Conditioning Unit(s)		



Tenant Names (please print):

Date: \_\_\_\_\_

\_\_\_\_\_

Tenant (MOVE IN)

\_\_\_\_\_

Tenant (MOVE IN)

\_\_\_\_\_

Tenant (MOVE IN)

\_\_\_\_\_

Tenant (MOVE IN)

\_\_\_\_\_

Agent (MOVE IN)

Date: \_\_\_\_\_

\_\_\_\_\_

Tenant (MOVE OUT)

\_\_\_\_\_

Tenant (MOVE OUT)

\_\_\_\_\_

Tenant (MOVE OUT)

\_\_\_\_\_

Tenant (MOVE OUT)

\_\_\_\_\_

Agent (MOVE OUT)





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## The Do's and Don'ts of Sinks

To avoid clogged sinks and drains, in addition to having maintenance charges passed on to you, we recommend you take the following precautions:

### Do's:

- Avoid release of hair into drains of showers, bathtubs, and wash basins.
- Scrape grease and food residue from dishes and pans prior to placing in sink. This reduces grease build-up in sewer lines.
- Regular use of a strainer in your sinks avoids unwanted items in your drain.



DO!!

\*Strainer not shown to scale

DON'T DO



### Don'ts:

- Pour grease into sinks, garbage disposal, or other drains.
- Put bones, toothpicks, matchsticks, celery, pits, metal vegetable ties, floss, teabags, egg shells, coffee grounds or items that may stop the disposal or clog sinks.
- DO NOT flush diapers, feminine products, flushable wipes, baby wipes, paper towels, or excessive toilet paper down toilets.

**Tip:** To unclog a drain naturally, pour  $\frac{1}{4}$  cup baking soda down drain, followed by  $\frac{1}{2}$  cup of white vinegar. Follow a few minutes later with boiling water. Pour boiling water down drains weekly to prevent clogs.

**\*\*This is only a tip and not a guarantee it will clear a clogged drain. \*\***

**\*\*Not to be used for toilets, as boiling water will crack the bowl. \*\***

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