

Tenant Move-in / Move-out Checklist Form							Unit # _____
	Date	Move-In		Move-Out		Clean-Up / Repair Fee	Comments
		Sat.	Unsat.	Sat.	Unsat.		
Doors:	Front (office)						
	Back (warehouse)						
	Locks						
Walls:	Front (office)						
	Back (warehouse)						
	Bathroom						
Floors:	Front (office)						
	Back (warehouse)						
	Bathroom						
Electrical:	Outlets						
	Affixed Lights						
	Sub-panel						
Plumbing:	Toilet						
	Sink						
Other:	Windows						
	Ceiling Tiles						
Utility Fixtures:	Air Conditioner(s)						
	Heater(s)						
<p>Tenant is to leave unit(s) in good condition excluding normal wear and tear. Please use this form to report any damage or defective items within the unit in 24 hours of the lease commencement date. A clean-up/damage repair fee will be deducted from the security deposit in the event that the unit is left in an unsatisfactory condition upon termination of the lease. An HVAC unit (or other utility fixtures per contract) is the responsibility of the tenant after 6 months of the move-in date. Tenant agrees to provide power to the unit during move-out walk through.</p>							
Date Inspected _____				Signature _____			