

## **MOVING IN**

MOVING INTO A NEW RESIDENCE IS ALWAYS HECTIC AND EXCITING AT THE SAME TIME. IN ORDER TO MAKE SOME SENSE OF EVERYTHING THAT NEEDS TO BE DONE, I HAVE PREPARED A CHECKLIST (SEE ATTACHED) THAT WILL ASSIST YOU IN MAKING SURE EVERYTHING IS IN ORDER ON MOVING DAY. PLEASE TAKE THE TIME NECESSARY TO INSURE THE RESIDENCE IS IN SATISFACTORY CONDITION AND ALL MECHANICALS ARE IN WORKING ORDER. YOU WILL HAVE SEVEN DAYS TO COMPLETE THIS CHECKLIST AT WHICH TIME YOU ARE EXPECTED TO SIGN AND DATE WITH ANY NOTES OF ANY PROBLEMS THAT NEED ATTENTION.

## **WELCOME TO THE NEIGHBORHOOD!**

IT IS MY SINCERE WISH THAT YOUR TIME AT THIS RESIDENCE IS ENJOYABLE AND WORRY FREE.

# CHECKLIST

APPLIANCES	Acceptable	Unacceptable	Comments
Dishwasher			
Garbage Disposal			
Stove			
Microwave			
Refrigerator			
Washer			
Dryer			
<b>BATHROOMS</b>			
<b>#1 MB</b>			
Toilet			
Sink			
Bathtub/Shower			
Carpet			
walls			
<b>#2 MB</b>			
Toilet			
Sink			
Bathtub/Shower			
Carpet			
walls			
<b>#3 MB – off kitchen</b>			
Toilet			
Sink			
Floor			
walls			
<b>MASTER BEDROOM</b>			
Outlets			
Carpet			
Lighting/ceiling fan			
Windows/screen			
Walls			
Walk-in Closet			
<b>BEDROOM #2</b>			
Outlets			
Carpet			
Lighting			
Windows/screen			
Walls			
Closet			

**CHECKLIST - continued**

	Acceptable	Unacceptable	Comments
<b>BEDROOM #3</b>			
Outlets			
Carpet			
Lighting			
Windows/screen			
Walls			
Closet			
<b>LIVING/DINING ROOM</b>			
Outlets			
Lighting/ceiling fan			
Carpet/floors			
Walls			
Window/screens			
<b>KITCHEN</b>			
Lighting			
Floor			
Walls			
Window/screen			
Cabinets			
Counter tops			
<b>BASEMENT/if applicable</b>			
Carpet			
Walls			
Outlets			
Lighting			
LIST ALL OTHER BELOW			

OWNER/AGENT SIGNATURE

TENANT SIGNATURE

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DATE: \_\_\_\_\_

DATE: \_\_\_\_\_