

To be completed by tenant upon Move In & returned within 3 days!
Phone (850) 473-3983 / Fax (850) 473-3975 / Email Info@PensacolaRealtyMasters.com

Property Address:

Name of Tenant(s):

Date of Report:

Best Contact # for Tenant(s):

This Move In form is hereby made part of the Rental Agreement dated _____ made between _____ Landlord, its agent Realty Masters, and _____, Tenant.

This agreement must be filled out completely and **turned back in to Realty Masters within 72 hours**. Tenants must list all apparent damages at the time of moving in. Any damages not reported **within 72 hours** of resident's move in date are assumed to be responsibility of the resident. **Please detail exactly where and what the damage is**. If the item is OK, please check the box. If an item does not apply to the property please DASH (---) through the OK box. Please be as specific as possible. Only items under **items that require immediate attention** will be forwarded to the owner and we will proceed according to owner's instructions.

EXTERIOR	OK	NOTES
House - Siding / Paint		
House - Trim / Eaves / Soffit		
House - Gutters / Downspouts		
Window Frame / Shutters		
Exterior A/C - Unit / Stand		
ROOF		(Please DO NOT climb on the roof -- Just a visual check around the property)
Roof - Shingles		
Chimney - Flashing / Caulk		
DRIVEWAY		Concrete / Asphalt / Gravel / Dirt
Driveway - Surface / Cracks		
Driveway - Stains / Rust		
Mailbox - Box / Post		Private / Community / Doorslip
LAWN / LANDSCAPING		General Condition of Yard: Good / Fair / Poor --- Mowed / Needs Mowed
Yard - Front / Back		
Yard - Trees / Shrubs		
Yard - Flowerbed / Mulch		
Sprinklers - Heads / Pump		
Any Trash / Debris		
FENCING		No Fence / Partial / Fully Fenced
Fence - Boards / Post		Privacy / Chainlink / Decroative
Gate - Boards / Hinges / Latch		
PARKING		Driveway Only - (1 / 2) Carport - (1 / 2) Garage
Wall / Floor / Ceiling		
Attic Access		Garage / Hallway / Other:
Water Heater		Gas / Electric / Tankless Location:
Breaker Box / Fuses		
Sprinkler - Timer		
Any Trash / Debris		
Hurricane Protection		(Yes / No) Type: Location:
ENTRANCE - FRONT		All Locks Keyed the Same: (Yes / No)
Door - Handle / Locks		
Door - Surface / Frame		Has a Screen/Storm Door - (Yes / No)
Door - Threshold / Strip		
Exterior Light / Cover		
Outlet - Covers		
ENTRANCE - REAR		
Door - Handle / Locks		
Door - Surface / Frame		Has a Screen/Storm Door - (Yes / No)
Door - Threshold / Strip		
Exterior Light / Cover		
Outlet - Covers		
ADDITIONAL ITEMS		(Please check the condition of all that apply to the property)
Pool		
Shed		
Storage Closet		
Sunroom / Screened room		
Other Exterior Lights		(May have sensors / flood lights)
Please locate and/or test the following items:		
Smoke Detectors		(# _____) Manufacturer's Date:
Carbon Monoxide Detector		(# _____) Manufacturer's Date:
Fire Extinguisher		Yes / No Date serviced _____ Expiration date _____
Water Shut Off		Have you located where your water shut off valve is?
Bleach port for AC		Do you have a bleach port in your AC?
Sewer or Septic		Do you know if you are on sewer or septic?

INTERIOR	OK	NOTES
FOYER		
Walls - Paint		
Baseboards - Paint		
Flooring		
Ceiling		
Light Fixture / Ceiling fan		
Outlets - Plates / Switches		
LIVING ROOM		
Walls - Paint		
Baseboards - Paint		
Flooring		
Ceiling		
Windows / Blinds / Screen		
Light fixture / Ceiling fan		
Outlets - Plates / Switches		
Door - Surface / Frame		
Fireplace		(Yes / No) - Gas / Woodburning / Electric
FAMILY ROOM		
Walls - Paint		
Baseboards - Paint		
Flooring		
Ceiling		
Windows / Blinds / Screen		
Light fixture / Ceiling fan		
Outlets - Plates / Switches		
DINING ROOM		
Walls - Paint		
Baseboards - Paint		
Flooring		
Ceiling		
Windows / Blinds / Screen		
Light fixture / Ceiling fan		
Outlets - Plates / Switches		
KITCHEN		
Walls - Paint		
Baseboards - Paint		
Flooring		
Ceiling		
Windows / Blinds / Screens		
Light fixture / Ceiling fan		
Outlets - Plate Covers / GFIs		
Sink - Faucet / Spray Hose		
Sink - Bowl / Plumbing		
Countertop - Surface / Molding		
Cabinets / Drawers		
Refrigerator		Icemaker (Yes/No)
Dishwasher		
Range - Surface / Drip pans		Range hood (Yes/No)
Pantry		
Microwave		
Garbage Disposal		
LAUNDRY ROOM		
Walls - Paint		
Baseboards - Paint		
Flooring		
Ceiling		
Light fixture / Ceiling fan		
Outlets - Plates / Switches		
Door - Surface / Frame		
Washer & Dryer		Included: (Yes/No)
HALL		
Walls - Paint		
Baseboards - Paint		
Flooring		
Ceiling		
Light fixture / Ceiling fan		
Outlets - Plates / Switches		
Closet - Door / Frame		
Closet - Wall / Floor / Shelves		
A/C - Inside Unit	Gas/Electric	Location: Garage / Hallway / Other:
A/C - Filter/Grate		
STAIRS		
Walls - Paint		
Handrail - Paint		
Flooring		

INTERIOR	OK	NOTES
MASTER BEDROOM		
Walls - Paint		
Baseboards - Paint		
Flooring		
Ceiling		
Windows / Blinds / Screen		
Light fixture / Ceiling fan		
Outlets - Plates / Switches		
Closet - Door / Frame		
Closet - Walls / Floor / Shelves		
Door - Surface / Frame		
MASTER BATHROOM		Half Bath / Full Bath / Jack n Jill Style
Walls - Paint		
Baseboards - Paint		
Flooring		
Ceiling		
Light fixture		
Exhaust fan		(Yes/No)
Window / Blinds / Screen		(Yes/No)
Sink - Bowl		
Sink - Faucet/Plumbing		
Countertop - Surface / Molding		
Vanity - Mirror / Med. Cabinet		
Cabinets / Drawers		
Towel bar		
Bathtub/Shower - Liner/Fixture		
Bathtub/Shower - Rod/Door		
Toilet - Seat/Bowl/Base/Tank		
Toilet - Paper holder		
Door - Surface / Frame		
BEDROOM 2		
Walls - Paint		
Baseboards - Paint		
Flooring		
Ceiling		
Windows / Blinds / Screen		
Light fixture / Ceiling fan		
Outlets - Plates / Switches		
Closet - Door / Frame		
Closet - Walls / Floor / Shelves		
Door - Surface / Frame		
BEDROOM 3		
Walls - Paint		
Baseboards - Paint		
Flooring		
Ceiling		
Windows / Blinds / Screen		
Light fixture / Ceiling fan		
Outlets - Plates / Switches		
Closet - Door / Frame		
Closet - Walls / Floor / Shelves		
Door - Surface/Frame		
HALL BATH		Half Bath / Full Bath / Jack n Jill Style
Walls - Paint		
Baseboards - Paint		
Flooring		
Ceiling		
Light fixture		
Exhaust fan		(Yes/No)
Window / Blinds / Screen		(Yes/No)
Sink - Bowl		
Sink - Faucet / Plumbing		
Countertop - Surface / Molding		
Vanity - Mirror / Med. Cabinet		
Cabinets / Drawers		
Towel bar		
Bathtub/Shower - Liner/Fixture		
Bathtub/Shower - Rod/Door		
Toilet - Seat/Bowl/Base/Tank		
Toilet - Paper holder		
Door - Surface / Frame		

INTERIOR	OK	NOTES
ADDITIONAL ROOM		
Walls - Paint		
Baseboards - Paint		
Flooring		
Ceiling		
Windows / Blinds / Screen		
Light fixture / Ceiling fan		
Outlets - Plates / Switches		
Closet - Door / Frame		
Closet - Walls / Floor / Shelves		
Door - Surface / Frame		
ADDITIONAL BEDROOM		
Walls - Paint		
Baseboards - Paint		
Flooring		
Ceiling		
Windows / Blinds / Screen		
Light fixture / Ceiling fan		
Outlets - Plates / Switches		
Closet - Door / Frame		
Closet - Walls / Floor / Shelves		
Door - Surface / Frame		
ADDITIONAL BATHROOM		Half Bath / Full Bath / Jack n Jill Style
Walls - Paint		
Baseboards - Paint		
Flooring		
Ceiling		
Light fixture		
Exhaust fan		(Yes/No)
Window/Blinds/Screen		(Yes/No)
Sink - Bowl		
Sink - Faucet/Plumbing		
Countertop - Surface/Molding		
Vanity - Mirror/Med. Cabinet		
Cabinets/Drawers		
Towel bar		
Bathtub/Shower - Liner/Fixture		
Bathtub/Shower - Rod/Door		
Toilet - Seat/Bowl/Base/Tank		
Toilet - Paper holder		
Door - Surface/Frame		

_____ Keys _____ Garage Remote _____ Mailbox Key

Tenant acknowledges receipt of:

Carpets Cleaned Yes / No House Cleaned Yes / No

_____ Date

_____ Tenant

_____ Tenant

The items noted above are for **Reference Only**. Realty Masters does not intend on fixing any of items noted above based upon the tenant's documentation. This form is for documentation for the tenant's deposit upon moving out. If there are any issues that require a maintenance work order, please complete the section below. We will be forward to the owner and will proceed according to owner's instru
If tenant acknowledges the condition, initial here _____.

ITEMS THAT REQUIRE ATTENTION:

1)
2)
3)
Additional Comments or Issues: