

# *Main Street Housing, Inc.*

## **Move-In/ Move-Out Inspection Form**

To be filled out by the Tenant within the first week of residence within the dwelling unit. The Tenant should carefully inspect all areas of the house and note the damages on this sheet. This is a means of protecting the Tenant's security deposit; repairs for pre-existing damage to the dwelling unit are not to be taken out of the Tenant's security deposit at the end of residency.

Be sure to be very thorough and detailed with your inspection. Some examples of the types of damages that we want to know about include: garage roof leaks, excessive mildew in rear bedroom closet, fuses blow out frequently, door lock sticks, water comes out too hot in the shower, exhaust fan above stove doesn't work, smoke alarm malfunctions, peeling paint and mice in basement. Be sure to point out any potential safety and security problems in the neighborhood and anything you consider a serious nuisance. If appropriate, list recommendations or suggestions that you feel would adequately fix the problem.

Not all of the areas listed on this sheet will need to be addressed, please disregard any areas that do not apply to your dwelling unit.

1. Floors and floor coverings:

2. Walls and ceilings:

3. Windows, screens, and doors:

4. Window coverings (drapes, mini-blinds, etc.):

5. Electrical system (outlets, etc.) and light fixtures”

6. Plumbing (sinks, bathtub, shower or toilet):

7. Heating or air conditioning system:

8. Major appliances (stove, oven, dishwasher, refrigerator):

9. Basement/attic:

10. Locks/security system:

11. Smoke detector:

12. Fireplace/woodstove:

13. Cupboards, cabinets, and closets:

14. Furnishings (table, bed, mirrors, chairs): \_\_\_\_\_

15. Laundry facilities:

16. Elevator:

17. Stairs and handrails:

18. Hallway, lobby, and common areas:

19. Garage:

20. Patio, terrace or deck:

20. Lawn, fences, grounds:

21. Driveway and sidewalks:

22. Neighborhood:

23. Nuisances:

Other comments:

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

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**For Management Use Only**

Action/Response :

Date: \_\_\_\_\_ Landlord/Manager: \_\_\_\_\_